

# TROOP 165 HANDBOOK & GUIDE

Boy Scouts of America

Flint River Area Council

Tussehaw District



"Looking for Adventure"

Chartering Organization

Harvest Point United Methodist Church

McDonough, Georgia

**“TROOP 165 HANDBOOK & GUIDE”**

October 2006

**P R E F A C E**

Welcome to Troop 165!

Your Scoutmaster is Doug Clemens. Please feel free to contact him any time you have questions or concerns..

This handbook is meant to help the Scouts and parents of Troop 165 understand the workings of the troop. It's an extension of the BSA guidelines as they apply to our Troop, and not meant to replace the *Boy Scout Handbook* or other publications of the Boy Scouts of America (BSA) or any national policies. which are not covered here.

The Troop Committee will approve changes to handbook when needed. Any pages with changes will be given to the Scouts, who should replace the outdated pages in their books. If there is ever a case where this handbook conflicts with a national policy, the BSA policy is in effect. In that kind of situation, the policy in question should immediately be brought to the attention of the Scoutmaster and Committee Chair.

Every Scout who joins Troop 165 will get a copy of this Troop Handbook and should become familiar with what it says. If you don't understand something, ask.

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Questions, suggestions and comments about this Guide should be referred to the Scoutmaster or the Troop Committee Chairman.

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# ***Troop 165 Programs***

*Service, Honor, and Duty while on the Trail to Eagle is our program*

- ❖ Instill within the youth desirable qualities of character.
- ❖ Train youth in the responsibilities of participating citizenship.
- ❖ Train and develop the "Patrol *Method*" as thought in The Boy Scouts of America.
- ❖ Help the youth develop their personal fitness,
- ❖ Provide for opportunities for leadership development.
- ❖ Provide an appreciation of the outdoors, and promote a life exemplifying the Scout Oath and Law.
- ❖ Provide opportunity for advancement through the ranks.
- ❖ Providing this country with citizens who:
  - I. Are physically, mentally and emotionally fit.
  - II. Have a high degree of self-reliance as evidence in such qualities as initiative, courage and resourcefulness.
  - III. Have personal and stable values firmly based on religious concepts.
  - IV. Have the desire and skills to help others.
  - V. Understand the principles of the American social, economic, and government systems.
  - VI. Are knowledgeable about and take pride in their American heritage and understand America's role in the world.
    - a. Have a keen respect for the basic rights of all people.
  - VII. Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and in other forums of the world.

Troop 165 is dedicated to the growth in the character and the education of our young men. We are dedicated to being a good neighbor in our community and nation, teaching what it means to be a productive member of society. The Boy Scouts of America are instrumental in working with young men, to instill values and guidelines that will grow with them through out life and hopefully be passed on for generations as it was passed down to us. Through the Scout Oath or (Promise), Scout Law, Scout Motto, Scout Slogan, Outdoor Code, the Patrol Method, and the Pledge of Allegiance to our Nation's Flag our young men learn the values of helping others and working with one another. They also learn the values of commitment to God, family, country and each other.

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- Permission Forms & Physicals policy
- Scouts Participation Pledge
- Summer Camp

# Troop 165 - Boy Scouts of America

McDonough, Ga

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## I. Membership Requirements

Every Scout must fill out an official Boy Scouts of America application to join the Troop. In addition, each Scout must have on file a **Personal Information and Health History Form**, a copy of which is at the back of this handbook. The medical information on the form will be kept in strict confidence, but it is very important. It lets the Troop leadership know about any medical problems that the Scout may have (asthma, allergies, medical restrictions, etc.) and, in the event of an emergency, gives permission for a doctor to treat a Scout if a parent cannot be reached. Please be truthful and thorough when completing the medical form.

In order to join Troop 165 you must be one of the following; be 11 years old or have completed the fifth grade or have received the Arrow of Light from Webelos.

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## II. PARENT'S RESPONSIBILITIES

✚ **Joining Troop 165;** Parents / Guardians, soon-to-be new scouts and transfers of all applicants must meet with the Scoutmaster and or his designated Assistant Scoutmaster or the Committee Chairman for a personal interview before a boy will be registered with the Troop. The purpose for this meeting is to explain how Boy Scouts and Troop 165 function, including what is expected. This will include what the boy's and parent's responsibilities are, and also allow the parents and boy to ask questions about the Troop and Scouting.

The Troop cannot function without the active volunteer involvement of every parent. Accordingly, the Troop must ask each parent to find an area to volunteer for such as: committee member, or when needed adult leader position. Participate in at least one outing or activity annually in a supervisory capacity and sit on Boards of Review for the scouts on a rotating basis. Leader positions will be assigned (Assistant Scoutmaster) as the Scoutmaster deems necessary.

**Scout Commitment.** On an annual basis, by being registered with Troop 165 every Scout and family will be expected to commit to the following:

- ✚ Each Scout should attend the majority of the monthly outings during the year.
- ✚ Each Scout should attend the majority of the troop meetings during the year. (80% if in elected leadership)
- ✚ Each Scout should attend all Courts of Honor.

✦ Each Scout should participate to the best of his ability in Goodwill Good Turn Days and Scouting for Food

✦ Each Scout should participate in Scout Sunday at the Church, Second Sunday in February every year: in the event because of other religious obligations the scout must attend his own church, he should do so.

✦ Each Scout elected into a leadership position will be expected to follow its description.

✦ Each Scout will pay his dues on time, weather the scout is present or not.

✦ Each Scout will wear his uniform to each Troop meeting and when traveling representing the BSA and the troop.

✦ Each Scout will do his best to help other members of his patrol, and to assist the other members of his patrol of lower rank to achieve advancement to a higher rank.

### **III. Expectations and Commitments for Potential Eagle Scouts**

It is the commitment that all of our scouts reach First Class and above. Scouts in Troop 165 should have a clear understanding of expectations regarding advancement toward the rank of Eagle. Each of you should realize that as a scout, how you carry out your responsibilities to the troop is important for advancing in rank and for the troop to successfully continue delivering a high quality program. As our troop grows there will be times giving individual attention to each scout can be difficult.

Communicating expectations in writing will eliminate the possibility for any misunderstanding. Encouragement put forth by each of you, to work hard toward the Eagle rank. We are very fortunate in having a capable and supportive troop committee and Assistant Scoutmasters in the District! You will not find a more dedicated group of volunteers willing to go the extra distance to help you and the troop, provided you make the same effort. However, there are a few key items regarding advancement that you need to keep in perspective.

First, it is not a requirement of the Boy Scouts of America or Troop 165 for you to become an Eagle Scout. The troop philosophy is that your leaders will help any of you who desire to achieve Scouting's highest rank. We will guide you through the process, give you moral support but in the end it is something that you complete. Don't expect others (including your parents) to do the work; this is something you must do. This means you make the phone calls to merit badge counselors, you talk to your leaders you make the arrangements for final testing on advancement and if you have questions on advancement. You may recruit scouts and adults to help with your projects, and to review your skills before your final Scoutmasters Conference.

Second, once you have reached the rank of First Class your scoutmaster does not expect to have to deal with any discipline measures. You will have been in the troop long enough to know the routine. In fact, the example of good conduct should be set by you for the other scouts to follow. If we can't rely on senior scouts to set the example, we will be unable to continue delivering the high quality program Troop 165 is recognized for.

Third, although earning merit badges represent a significant part of the requirements for Star, Life and Eagle, they do not comprise the Eagle badge in and of themselves. Observations have noticed an increased emphasis by scouts in completing all the merit badges for a rank based on a misconception

that the leadership and scout spirit requirements is taken for granted for completion. The leadership and scout spirit requirements for the last three ranks are extremely important and I urge you to take note and not dismiss them lightly. In fact, they carry an equal if not higher weight than the merit badge requirements; you might say 50% worth. As you advance in rank from First Class to Star, Life and Eagle, expectations increase at each rank. You are older, more mature, and more skilled as you progress through each rank. Naturally, expectations are more from a Star Scout than a Second Class Scout. Active participation for rank advancement is an element of the scout spirit requirement.

As a senior scout on the trail to Eagle the expectations are; that you will attend a vast majority of the troop meetings and activities while fulfilling the scout spirit requirement. To be perfectly clear, to become an Eagle Scout it requires a dedicated and committed participation level. Scouts lead our program with adult guidance. Obviously this can only work when you attend troop meetings and activities. If you intend to become an Eagle Scout, this will undoubtedly conflict from time to time with your other activities and interests.

You will have to refocus your priorities to meet all of the Eagle requirements for advancement. Occasionally you are entitled to miss a meeting or activity on account of a scheduling conflict, with the understanding that you are attending a vast majority of the meetings and outings. It is realized that all of us have other interests than scouting. In fact, we are glad to see such a diverse group of talented and creative scouts in our troop. It is not meant to be an easy challenge to reach the Eagle rank. To excel in sports, earn good grades and participate in school clubs also require a high level of commitment and effort.

To make the all star team in football, baseball, basketball, and soccer, or be a starter for the high school track team takes work. You are expected to be there for the practices and to continually refine your skills.

You don't show up for the big game and expect to start; you can't if you haven't been to practice. The same applies to getting good grades in school, participating in band, and working to save money for college or earning a black belt in karate. It requires a focused dedication to reach a goal. To reach Eagle also requires a focused dedication. At times you may need to reassess your commitment to scouting and to Eagle and make a decision on whether or not to continue toward Eagle or be satisfied at a lesser rank and continue your other extra-curricular activities. You must determine what the right balance of activities is and how important becoming an Eagle Scout is to you.

In addition to the scout spirit and participation requirement, you must assume an active leadership role. Simply showing up at troop meetings and helping out when asked is appreciated but it does not complete the requirements for leadership and scout spirit.

Your Scoutmaster will expect that during your leadership term you discharge your duties effectively. The effort you make in preparing for troop meetings and events is just one measurement of your leadership effectiveness. Each year all of our senior scouts will be presenting skill demonstrations to the troop. The effort you make in this area (while not the only area) is critical in meeting the leadership requirement. As this one of the eleven skills of leadership reviewed at Leader Training sessions know as National Youth Leadership Training.

Troop Committee Chairman Greg Newton

## **IV TROOP HISTORY**

Troop 165 was chartered in September 2006 at Harvest Point United Methodist Church. Five adults and approx. 5 scouts were the first members. Even though troop 165 is young, it has brings of over thirty years of combined adult leadership. Most of all we are all here to have fun!

## **V. TROOP ORGANIZATION, PROGRAM AND MEETINGS**

Troop 165 is a boy-run troop as long as it stays with in the guidelines of BSA; adult leadership will be responsible to keep them on the trail and may intercede to enforce this structure. Leadership is one of the methods of Scouting. Every boy will have an opportunity to participate in both shared and total leadership. The meetings are planned and carried out by the patrol leaders' council. All duties for patrol activities are assigned by the patrol leader. Understanding these concepts of leadership helps the boy accept the leadership of others and helps him to grow into a more responsible adult. The troop organization chart on the following page outlines the complete organization of the troop. The following is an outline of the duties of the key leaders within the troop:

### ***Scoutmaster:***

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and his assistant Scoutmasters work directly with the Scouts. The general responsibilities of the Scoutmaster include:

- ✦ Train and guide boy leaders.
- ✦ Work with other adult leaders to bring Scouting to boys.
- ✦ Use the methods of scouting to achieve the aims of Scouting.

### ***Assistant Scoutmasters:***

Assistant Scoutmasters are recruited by the Scoutmaster and approved by the troop committee to assist the Scoutmaster in the operation of the troop. Assistant Scoutmasters are assigned program tasks by the Scoutmaster and provide guidance to the boy leadership. He or she also provides the required two deep leadership (two adult leaders present at every Boy Scout activity).

### ***Senior Patrol Leader:***

The senior patrol leader (SPL) is the top boy leader in the troop. He leads the patrol leaders' council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.

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

The assistant senior patrol leader (ASPL) fills in for the SPL in his absence. He is also responsible for training and giving direction to the quartermaster, scribe, historian, librarian and instructors.

## ***Patrol Leaders:***

The patrol leaders (PL) are responsible for giving leadership to the members of their patrols. They are their representation on the patrol leaders' council. The PL is also responsible for holding monthly patrol meetings outside of the regular troop meetings.

## ***Assistant Patrol Leaders:***

Assistant patrol leaders help the PL run the patrol and fill in for him in his absence. Regular troop meetings are held on Mondays from 6:30 to 8:00 p.m. every week of the month. All scouts are expected to attend, full uniform required. Meetings will not be held when Monday is a holiday; state, federal, and public school holiday.

Troop 165 has a major outing each month with a scout-related theme. We also go to summer camp; we try to not attend the same camp more than two years in a row, usually the middle of June. There are many good camps around the country and selection will be based on finances, (the ability of the troop to raise the money) the PLC, and location.

The Scoutmaster's Handbook states "if it's not fun, it's not Scouting". Troop 165 scouts have fun while they are learning and building character. We emphasize the scouting basics (e.g., camping, hiking, cooking, etc.). We also emphasize a scout-run program and the patrol method so scouts will learn more. New scouts are grouped together in a new scout patrol in their first year, by the end of which many will have attained First Class rank.

All scouts are expected to memorize and live by "The Scout Promise", "The Scout Slogan", "The Scout Law", and "The Outdoor Code". All of our scouts are expected to respect others and themselves and to behave and project a good scout image at all times. SCOUTS WHO DO NOT BEHAVE WILL BE SENT HOME, regardless of where we are, including campouts and summer camp. If the parents are not already at the troop event, they will be called to pick up their scout.

Scouts should attend all meetings and attend them in full uniform. If a Scout cannot be present at the weekly meeting or other scouting event, the Scout should call their Patrol Leader or Senior Patrol Leader and tell them he cannot be present. "Scout Spirit" which must be demonstrated by the Scout for rank advancement is based in large part on the Scout's attendance and participation in weekly meetings and other Troop events. This requirement is especially important for the higher ranks, including Eagle Scout.

As with everything in life, there are circumstances that are beyond the Scout's control and which necessitate his presence and require that the Scout be absent from the Troop activities. Further, though it is understood that as a Scout matures there are other activities that will conflict with his participation in Scouting. However, the leadership of Troop 165 believes that, while we encourage each Scout to grow and reach their potential, the Scout needs to ensure that he supports the Troop's activities and program. This might require him to negotiate with leaders of other extra curricular events and activities to ensure that he can participate in the Troop scouting program. The Troops expectations do not differ from those of other extra circular sports and activities.

The Patrol Leaders Council (PLC) meets every week for a short period of 15 minutes after the troop meeting and once a month on Monday after the monthly campout to make plans for the next month's campout. The Scoutmaster, Senior Patrol Leader, the Asst, Senior Patrol Leader, Patrol Leaders, Asst. Patrol Leaders, Troop Guides, and Junior Asst. Scoutmasters attend this meeting to plan the

upcoming troop meetings and troop activities. Other scout leadership positions, such as the Scribe, Chaplain's Aide, Librarian, etc., are welcome to attend.

Courts of Honor are formal ceremonies held to recognize the accomplishments of our scouts during the previous 3 to 6 months. Advancement in rank is acknowledged and the scout's mother is presented with a "Mothers Pin" for each rank. In addition the men who either serve on the committee or as assistant scoutmaster may wear "pins for rank". The pin is worn on their uniform collar. Merit badges are presented as well as special awards (Mile Swim, 50-Miler, etc.). All parents are asked to please attend the Courts of Honor to make them the special events they were meant to be.

The Troop Committee meetings are normally held on the second Monday of the month from 6:30 to 8:00 PM at the Harvest Point United Methodist Church. All Committee Members and the Scoutmaster are encouraged to attend this meeting. If you have any items you wish the Committee to consider, discuss, or review: please contact the Committee Chairman or any member of the committee.

*Committee training is held in January of each year.*

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## **VI. REGISTRATION AND DUES**

The Troop policy on registration fees and dues is as follows:

✚ Scouts will pay their own registration and insurance in addition to troop dues.

✚ Scouts dues are collected every quarter \$25.00 per quarter. If a scout transfers to another troop or leaves, he will not receive a refund. Quarters are based on Troop 165 Charter Quarters. Our Troop Charter must be renewed in December before the last day.

✚ 1<sup>st</sup>. Quarter...December – February

✚ 2<sup>nd</sup>. Quarter...March – May

✚ 3<sup>rd</sup>. Quarter... June – August

✚ 4<sup>th</sup>. Quarter... September – November

✚ One parent from each family is requested to be registered on the Troop Committee in some capacity if one is not already serving in any other capacity; the Scoutmaster will appoint Assistant Scoutmaster(s). By registering does not mean you are an ASM, but it does mean you are part of the troop and troop committee. You will determine how much commitment you can make.

✚ Troop dues must be paid regularly, scouts who get behind more than 2 months are subject to not being allowed to advance, not allowed to participate in monthly troop camping, hikes, or other special activities outside the regular troop meeting.

✚ No scout will be registered with the troop until all fees are paid in full. If these fees cause financial hardship on your family, please consult the Scoutmaster.

Troop dues are an essential supplement troop expenses such as: Advancement badges, Merit Badges, Positions of Responsibility Patches, Service Star pins, Out of Council Camping Costs, Court of Honor Expenses, and Troop Equipment Procurement.

Scouts who are more than 2 months in arrear of their dues of the quarter ending are also not eligible for any prizes and special awards. Scouts 90 days or more from quarter ending may be dropped from the troop register and must attend a special Board of Review before being re-instated into the troop. Fees not paid in full are considered as being behind.

When new Scouts who are already registered with BSA join the Troop, they pay \$1 to transfer their BSA registration to the Troop and a prorated portion of the Troop dues. This applies to Webelos that are bridging and Scouts that are transferring from another Troop.

Adults: Fees for BSA registration and insurance are supplemented by the troop at 50% (if the treasury is healthy). Adults do not pay Troop dues. Adults who are transferring from another BSA unit the troop pays a \$1 transfer fee.

Troop dues provide only a portion of the Troop budget that assist in troop operations. Scouts pay camping costs when they attend a campout. All scouts should consider making a budget to cover these expenses. Fundraisers are required to purchase equipment and out of council expenditures.

**General Fund: As Troop finances allow** One (1) scholarship annually will be provided to a scout(s) for Council level Youth Leadership Training. The scholarship provides 100% per one attendee. If two (2) scouts attend it will cover 1/2 of their cost. This is with the approval of the Troop Committee. Scouts attending must be 13 years old or older, be First Class Scout Must meet the approval of the Scoutmaster and the Troop Committee

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## CAMPING FEES TROOP CAMPOUTS

Camping is one of the mainstays of Troop 165. Each month from August to June, Troop 165 plans a camp out. Scouting is basically an outdoor experience and this is one of the ways Troop 165 builds outdoor activities into our program. Some activities will require a fee to be charged to each Scout if it has not been included into the yearly budget; this fee covers any campground fees, equipment rentals or anything else necessary for a safe and meaningful camping experience for the Scouts. Dues alone will not provide enough to pay for this during the year. This is part of the annual fund rising.

### FOOD COST

The cost of the Scout's food for the camp out or activity is paid for by each scout in **"CASH"**. This money is collected from the Scouts before the campout so the expenses can be paid up front. **All campout food money must be in cash (no exceptions)** since the money collected is often spent well before the campout, the weeks prior to campout money is collected and there cannot be any reimbursement of fees once food is bought. All Patrol Grubmasters are required to collect the money, make a list of those going and give it to their Patrol Leader, and turn in the grocery receipt to the Patrol Scribe so it can be recorded into the Patrol Notebook. Any extra money should be put into an envelope recorded in the Patrol Notebook and the money given to the Scoutmaster to be used at the next camping trip for that patrol. This would be considered as "Extra" and not deducted from the normal collection.

## ✦ PERMISSION FORMS

[Permission forms](#) are required by each Scout before he may attend any campout or activity other than that of the regular troop or patrol meeting that requires transportation, or involvement not at the scout hut. Forms must be filled out completely; even if you are going with your son you must have this form. All medication the scout is taking must be listed. All medication must be reported to the Scoutmaster and or the Adult leader in charge of the activity.

## VII. SCOUT UNIFORM AND HANDBOOK

Troop 165 is a full uniform troop. The official scout uniform is an important and key aspect of Troop 165 and its activities. The uniform is part of the thrill of being a scout. It shows you belong. It also helps build team spirit in your patrol and your troop. **FACT:** A fully uniformed scout behaves better. It reflects the commitment of the scout and the adult leaders.

All members of Troop 165 are required to obtain a full "Class A" scout uniform within a reasonable time after joining the troop (1-2 months). The Class A uniform is worn at all meetings and at special events, including to and from camping trips. The troop also has a uniform "T" shirt, referred to as the "Class B" uniform that is worn when the Class A uniform is not required. Members of the Scoutmaster's staff will wear the uniform prescribed for the scouts. Members of the Troop Committee are encouraged to wear the uniform also. Each new scout will be given 1-T-Shirt; extra shirts can be purchased for \$12 each.

These items comprise a Class "A" and Class "B" uniforms:

### Class "A" Uniforms

✦ Official BSA shirt with red epaulets, Flint River Area Council shoulder patch, troop numerals "165", and the patrol patch. Short sleeve shirts are the most popular, and can be worn all year. Some scouts and Scouters prefer the long sleeve shirt for winter wear or on campouts. (Patches are worn as shown on the inside cover of the Boy Scout Handbook.)

✦ Scout long pants or scout shorts with belt. Web belts are the cheapest, but there are many official leather belts available. Official BSA is preferable but pants/shorts of green is expectable. No camouflage, bright colors, pants with holes, etc.

✦ Scout socks (official BSA socks are to be worn with scout shorts).

✦ Distinctive troop neckerchief, Official Neckerchief is Green and Gold.

✦ Neckerchief slide.

✦ Many good neckerchief slides are available, but beware: the BSA metal slide is heavy and tends to get lost during games, etc.

✦ Hand-carved neckerchief slides often become scout "treasures".

✦ Scout cap (type determined by the PLC and approved by the Scoutmaster). **NO NON-SCOUTING CAPS ALLOWED.** No Military types. Scout caps are available and may be purchased.

## **Class "B" Uniforms**

✦ Official BSA T-shirt (or our 165 Troop" T-shirt, a scout camp T-shirt, a generic BSA T-shirt may be worn). NO NON-SCOUTING PRINTED SHIRTS.

✦ Scout long pants or shorts with belt. (No holes in pants or camouflage or off color pants)

✦ With shorts, official Scout socks (and socks pulled up).

The Scout Shop at the main Scout Office in Griffin and Fayetteville has most items. They also have BSA catalogs for most items in the regional warehouses.

New members of Troop 165 will be given the current official Boy Scout Handbook at their bridging ceremony. The drug/alcohol abuse section in the front is must reading for both parents and scouts. This book also explains the patrol method of leadership used within Boy Scouting; explains all rank requirements; gives the Scout Law, Oath, and slogan, etc.; and provides details or at least an introduction on everything a scout will need to know. Scoutmasters are often asked questions about subjects fully explained in the Handbook.

The Merit Badge Requirements book is another recommended book. It is generally regarded as optional at first, but your son will soon find he will want to refer to it frequently. Merit Badges not required for the first ranks (Scout, Tenderfoot, Second Class, First Class), but are needed for advanced rank. They may be earned at any time at the scout's discretion (i.e., campouts, summer camp, on own time, etc.).

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## **VIII. TROOP EQUIPMENT CHECK IN/OUT PROCEDURE**

The Patrol Quartermaster must notify the Patrol Leader and or the Troop Quartermaster of all tentage and troop supplies needed by the patrol at least one week prior to each campout or activity. The Troop Quartermaster will arrange to check out the equipment with the Patrol Quartermaster the day of the campout or activity.

All troop equipment must be returned to the Troop Quartermaster, in clean and proper condition, at the end of the campout or activity, or at the next troop meeting. The scout is to ensure that all parts are with the tent or item before turn-in. If not, the scout is to notify the Troop Quartermaster.

The Patrol Leader and the Patrol Quartermaster are to double-check each tent prior to returning it. If there is a problem, he is to inform the Troop Quartermaster so it may be corrected. Scouts will be held responsible for willful damage to troop equipment and will be expected to reimburse the troop so new replacement equipment can be made. It will be expected that all Patrols make the effort to learn proper care of their equipment

All quartermasters will have a mentor: ASM -Quartermaster

## IX. TRANSPORTATION

The Troop 165 Transportation Policy falls into two categories: **Troop Meetings & Camping**

✦ **Troop Meeting Transportation** - Each scout's parent is responsible to provide transportation for their scout to and from weekly meetings on a timely basis. It is necessary for scouts to arrive no later than 6:30 P.M. sharp and to be picked up no later than 8:20 P.M. (PLC meets at 8:00pm) We encourage parents to arrive at 7:40 P.M. and to visit our closing ceremony at which time the most important announcements are repeated.

✦ Any scout not picked up on time necessitates an adult leader and or (two deep) to remain until the parent arrives, this does not necessitate taking the scout to his residence. The scout must call his parents for pick-up. As parents would not want to have to wait unnecessarily for their sons to finish a scouting activity, so also the adult leaders expect parents to be prompt in picking up their sons.

✦ Parents who participate in a car pool delivery pick-up and depart late cause not one, but several scouts to arrive at the meeting late or to arrive home late on school nights. Transportation to and from meetings is not the Scoutmaster's responsibility.

✦ Scout leaders are dedicated people with their own families and responsibilities. They are voluntarily providing scouts with the best boy leadership program available today.

✦ **Monthly Campout Transportation** - The Troop Committee has a—ASM Outdoor Activities/Transportation Coordinator

✦ This position is responsible for providing the arrangements for transportation permission forms, and tour permits to all troop campouts and activities. He/she maintains a roster of parents and seeks to obtain drivers for the troop's transportation requirements. He/she attempts to divide the workload equally among the families involved. All families are expected to participate. Most trips are a half hour to just over one hour in duration. It is troop policy to generally not reimburse individuals for gas, tolls, etc. from the troops general funds unless one-way distances of more than 100 miles are involved. When this is the case some sort of fund has been arranged to cover this cost. However less than 100 miles round trip scouts may have a fuel cost added to their cost to go camping generally this will be \$3 to \$5 depending on the distance.

✦ Many times, the Scoutmaster, Assistant Scoutmasters, Parents and members of the Troop Committee who wish to go camping are able to provide sufficient transportation and no additional transportation requirements are required. However, there are times when it becomes difficult to get enough drivers and the troop will require assistance. *Please do not ever drop your son off* for the start of a camping trip and drive away without verifying sufficient transportation is available for all. If you drive you know your son has transportation.

✦ All drivers are expected to scrupulously observe speed limits and other traffic laws. While we hope that there is never a traffic accident, we must point out that Boy Scout insurance will not reimburse drivers involved in an accident if any traffic infractions are a cause or contribute to the accident. It is troop policy that any member of the Scoutmaster's staff, Troop Committee or parent that violates state or local speed limits while transporting scouts will not be allowed to drive for at least one year after notification. Reinstatement of driving privileges will be at the discretion of the Troop Committee. All policies in 'The Guide for Safe Scouting' will be followed. Youth drivers (under twenty-one) must follow "The Guide for Safe Scouting" driving policies. In addition to this it will be Troop policy that written

permission from the Scout's parents must be submitted to the Scoutmaster if the Scout is driving. It will be the understanding that the Scout will only drive to and from and will not drive anytime in-between. It will also be stated the Scout's departure time so we will know arrival time. Scouts violating this will be dismissed from the troop. No Scout driving will be allowed to leave early unless a special written permission form parent to Scoutmaster has been communicated. Troop 165 recommends that all Scouts ride with an adult when ever possible. Failure to follow this policy will be grounds to suspend scout from driving on his own and could be asked to leave the troop.

✿Note: Never pick up your son or other scouts from a camping trip early without making prior arrangements with the Scoutmaster. Scouts who leave early miss the responsibility of closing down and the general clean up. It puts extra on those who have stayed; we understand that there will be those times when you must leave early, but try to avoid this when ever possible. All scouts are expected to remain at summer camp for the duration and parents may only visit during the scheduled visitation schedules. Refer to the troop calendar so your future agendas can be coordinated with the troops.

## X. ADVANCEMENT

Troop 165 encourages advancement in all scouts. Our program is designed to offer the scouts a chance to excel, but each scout must earn all ranks, merit badges, and especially the Eagle Scout rank. We offer opportunities and a program, which supports the trail to Eagle. The early ranks get some help, but we do not "**spoon feed**" advancement as in Cub Scouts. Older scouts: (First Class and above) test new scouts on the early requirements. It should take about one year to attain First Class (and not much faster). Scouts who go to summer camp have a decided advantage in attaining rank (and earning merit badges). Parents cannot sign off on their son's advancement, and the Scoutmaster will approve individuals who can do so.

Ranks must be completed in order, but individual requirements within the ranks can be done any order. That is, First Class requirements can be met before Second Class is earned. The Scoutmaster signs off "Scout Spirit" and "Scoutmaster Conference" advancement requirements prior to the advancement "Board of Review". The Troop Committee members conduct the "Board of Review". Boards review the administrative paper work and ask the scouts general questions to determine if the scout has completed the requirements (e.g. where did you take your hike? What did you find the most difficult/enjoyable Etc.?) Boards of Review do not retest skills signed off for rank. Calm your scout if he gets nervous; "Boards" are not something to "sweat". All scouts are responsible for advising the Advancement Chairman as they earn rank requirements or merit badges.

We recognize that there are many and diverse commitments pulling at a scout's time. However, for scouts to advance, he is expected to participate in meetings, campouts, and other activities. These are part of showing "scout spirit" and special consideration must be made by the scout if considering a leadership position. There are special commitments for the scout's time.

Service projects that are required for ranks must have the approval of the Scoutmaster and documentation must be made; No service project credit will be given on here-say. The Advancement Chairman records Service project credit.

There are more than 100 merit badges. A scout can learn about sports, crafts, science, trades, business, and future careers and all are encouraged to participate in badges that represent new skills to them.

The Scoutmaster must approve all Merit Badges by signing a "Blue Card", before a scout can begin work on them.

The scout must then contact the Merit Badge Counselor to discuss the Merit Badge requirements before he can begin work. The emphasis on Merit Badges is the scout takes the initiative and contacts the Merit Badge Counselor. Lists of approved counselors are available from the Advancement Chairman.

With their badges of rank and merit badges, scouts will also receive official BSA cards attesting to completion of requirements. We cannot urge too strongly that the scout must keep these cards (a blue one and the one for merit badges; a rank card for rank advancements) in a safe place — a folder, envelope, scrapbook, etc. He will be required to produce these cards periodically at Boards of Review as he advances through scouting.

The merit badge program offers a challenge to each Scout to learn to do many different things. In working on the different merit badges it gives the Scout an opportunity to explore many different fields. Through this opportunity it gives him a chance to make a better selection of the profession he wishes to pursue in adulthood. In addition, the Scout, after completion of a merit badge, has gained a skill that he might not have otherwise gained.

First year Scouts attending summer camp will follow the “Buckskin” program or similar type if other than Camp Thunder.

Second Year Scouts attending summer camp begin working on merit badges; normally five is a full plate. The Scout is expected to work on three that are Eagle required and he may choose two others that are not Eagle required.

Third year on; Scouts work on three Eagle required and two others that are not Eagle required. As third year summer camp Scouts Star & Life Scouts will follow the program designed for the Eagle trail in which they must be at least a Star Scout.

**Scouts should have good attendance in order to advance...this is part of the “Scout Spirit” Scouts should have no less than a 60% attendance rate and an 80% attendance rate if they hold a position of leadership responsibility. Any less... Scouts will have to appear before the Troop Committee as to the legitimacy and reasons for their poor attendance before than can be considered for Their Scoutmaster conference.**

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## **XI. FUND RAISERS**

The Troop Committee will support in fundraisers to support normal troop operations and to provide the opportunity for each individual scout to earn his portion for his scout account.

The monies earned supplement the annual fees and dues, (see section III). Fundraisers are meant to serve as procurement and replacement of major items of troop equipment and other major expenses. ALL SCOUTS ARE EXPECTED TO PARTICIPATE IN FUNDRAISERS.

### **SCOUT ACCOUNTS**

Scout Accounts are established for boys to maintain a “savings account” within the Troop for summer camp and high adventure treks.

✚ Scouts who participate in Troop projects that include earning individual funds will have credited to their individual Scout Account the amount equal to the time worked. For example, if a project is being carried out to earn funds for individual accounts and ten Scouts work a total of 50

hours and earn a total of \$500.00, each Scout will be credited \$10.00 for each hour worked. Remember though, if a project is to earn funds for the Troop the Scouts are not earning funds for their individual accounts, rather they are working to earn funds for the Troop. This must be established before the fundraiser with the approval of the troop committee. Fundraisers pay 50% to the troop and 50% applied to the individual scout account unless pre arranged before the fundraiser.

- ✦ The funds in the Scout Account are for the Scouts long-term camping costs and high adventure treks, including transportation. The funds in the Scout account may also be used to pay for the Scouts Eagle Court of Honor. These funds are not for weekend camping trips or for day trips.
- ✦ If the Scout leaves the Troop, any money earned through fundraisers will remain with in the troop, any money deposited as security by the scout for camp, high adventure, or other will be reimbursed back to the scout and or his family in whole as long as cut off dates are not in force. Most council's have a cut off date usually 1 to 2 months before actual date of activity.
- ✦ Troop Committee approved projects can be used for earning funds for Scout Accounts. However, Scouts may place other funds into their Scout Accounts if they wish. These funds will be under the same restrictions as other funds in the account and will not be returned to the Scout except as noted above.
- ✦ The time spent on Scout Account fund raising projects does not count as service hours.
- ✦ The Scout Accounts will be held as part of the Troop 165 checking account.
- ✦ It is the responsibility of the Scout to ensure he signs in and signs out at fund raising events, and that his participation records are updated. In the event that the scout cannot participate (church, educational, family, or other legitimate conflict) the scout may secure a family member to participate in his absence. This must be approved by the Fundraising Chairman and the Scoutmaster as to its validity. Participation does not mean showing up and then leaving, Participation means participating by doing your part.
- ✦ It is the responsibility of the Scoutmaster's Staff to ensure the hours worked is passed to the Troop Treasurer.
- ✦ It is the responsibility of the Treasurer to calculate the amount to be accounted to each Scout participating in a project and to maintain the records of the Scout Account.
- ✦ No individual scout will be credited if there is no participation by him or on his behalf.

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## **XII. SCOUTMASTER'S STAFF AND TROOP COMMITTEE**

### Adult Troop Leadership

✦ Parents are encouraged to show support for their Scout as an adult leader with the Troop. Many hands make light work; and the more adult involvement with the Troop, the better program we can provide for our sons.

Parents may accompany the Troop on outings and should complete an Adult Leader Form including submitting a Troop Health History form if attendance is more than just a few visits. Filling out a leader form does not signify a commitment to being an Assistant Scoutmaster or Committee Member; it simply ensures that the Troop's BSA accident insurance will be in effect.

✿ Parents or other interested adults may attend over-night camping and or activities only after they have completed [Youth Protection training](#). This can be done on line and will take about 30 minutes.

✿ Before a parent joins the Scouts on an outing, it is important for that parent to remember that Boy Scouts is a Scout run program, **not an adult led program. The Scout run Troop is one of the most basic and important principles of the Scouting program.** If a parent participates in an activity, it is very important that s/he do their best to be adult Scout leaders, not parents. In order for the Scout program to succeed, the Scouts have to be free to make decisions, succeed, fail, and learn by running their own Troop. Failure is sometimes the best teacher, and success is a reward both for the Scouts and the adults who guide them. Parents should not be offended if the Scoutmaster or Assistant Scoutmaster asks them not to make suggestions or to help in certain situations, and should not worry when the Scout leader appears to be letting the Scouts make a bad decision. Adult leaders are there to guide and maintain safety, and we will never allow a Scout to make a mistake that would seriously compromise their safety. Being a Scout leader is not easy in any capacity, and becomes even harder when your own son is involved. Rest assured that the Troop adult leaders want parents to participate in all aspects of the Troop, and they will do anything they can to make the experience fun and rewarding.

All adult leaders serving an active role with the Troop are expected to make arrangements for the BSA training class appropriate for their position. This training is offered several times a year and helps to assure that everyone involved in the Troop's leadership understands the goals of Scouting. In addition, trained leaders are one of the requirements for the Troop to earn the Quality Unit Award, and a requirement for active adult participation in the Troop.

The Adult Troop leadership consists of two main groups...Assistant Scoutmaster(s) and Troop Committee Members

Scouting at the troop level is truly "a family affair". BSA provides support for a scouting program (e.g., training, summer camps, program guides, books, and administrative support). But at the troop level, they do not provide a single warm body. The Scoutmaster's Staff (The Scoutmaster and the Assistant Scoutmaster(s)) and Troop Committee are made up of parents of the scouts (or former scouts) in the troop and other interested adults. Troop 64 asks one parent (mother, father, or guardian) make a contribution to the success of your troop. "Many hands make light work." We strongly encourage each family to have a parent join at least one monthly outing, one weekly meeting and serve on a Board of Review once during the scouting year.

For over three quarters of a century, the Boy Scouts of America has worked to develop the character, citizenship, and personal fitness of America's youth. We realize the future of our society is vested in each successive generation and the values they inherit. Today, as we look toward the future, society is challenged by those who would prey upon America's youth - either by altering their minds with illegal substances, through physically or sexually assaulting their bodies or encouragement in participating in gang membership of the wrong kind. These scourges - drug abuse and child abuse - must be eliminated.

One of the points of the BSA's five-point strategy to prevent child abuse is the education of scouting volunteers, parents, and scouts themselves to aid in the detection and prevention of child abuse. BSA asks all leaders and volunteers take [BSA youth protection training](#). The pastor and Charter

Organization Representative also requires all Troop 165 members of the Scoutmaster's Staff, Troop Committee members, or other volunteers in regular contact with the scouts, to specifically take the BSA "Seminar on the Policy on the Prevention of Sexual Misconduct and/or Child Abuse" and "BSA Fast Start Training".

The needs and opportunities within the troop are many and varied. Experience has shown the greatest need within the troop is in "Support", those positions require several hours per month or less. Here is a listing and a description of some of the adult positions in the troop.

### **SCOUTMASTER'S STAFF**

***Scoutmaster:*** The Scoutmaster is not a formal member of the Committee and has no vote, but assists the chairman in planning the agenda and attends Committee meetings to keep the Committee informed of the activities and programs of the Troop. The Scoutmaster presents the plans and needs of the Troop to the Committee for approval and assistance. The Scoutmaster shall be registered with the Boy Scouts of America and shall complete leadership training.

1. Follow the guidelines established by the Boy Scouts of America and the troop committee to achieve the aims of Scouting for the membership of Troop 165. Use the proven methods presented in the Scouting literature to direct the program of the troop. Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.
2. Train and guide boy leaders. Meet with the Patrol Leaders' Council for training and coordination and planning of troop activities. Conduct workshops and training sessions to instruct the boy leadership in the proper methods of running their troop.
3. Attend all troop functions, troop committee meetings, and district events or have a qualified substitute present. Keep the troop Committee Chairman, the Scouting Coordinator and the Troop Committee advised of all troop activities and policies.
4. Conduct Scoutmaster's conferences for all rank advancement.
5. Effectively delegate responsibilities and duties to other adults and groups so they have a real part in troop operations. See that effective lines of communications are open between the Committee, the Scoutmaster's Staff, the Patrol Leaders' Council, the Scouts and the parents.
6. Insure that a continuous recruiting effort goes on to maintain or increase the membership of the troop.
7. Make sure that each Scout has the opportunity to attend at least ten days and nights of camping each year.
8. Make sure that all Scouts are registered. Make sure that all new Scouts are entered in the troop records and assigned to a patrol. Enforce the prompt payment of dues and fees.

Scoutmaster's Staff is the Scoutmaster and his Assistant Scoutmasters. The Scoutmaster appoints the Assistant Scoutmaster(s) and as many as he deems necessary for the support of the troop. Many people make a successful troop no one person can do it alone, the ASM's of the troop will always be expected to do their best, be good citizens of the community, high morals, wear the Scout uniform correctly, demonstrate good character, and demonstrate by acting accordingly to the policies of BSA. Troop 165

has a number of ASM's but we always welcome more. No background? No problem! Training and books abound. All members of the Troop 165 Scoutmaster's Staff are required to view "Fast Start Training" attend Boy Scout Basic Leader Training" (BSBLT). This is also sometimes called Scoutmaster Fundamentals (SMF). The troop will pay the BSBLT registration fees. If a Scoutmaster or Assistant Scoutmaster decides to go on to "Woodbadge" training, the troop will pay the Woodbadge registration if troop funds are available. Some of our best leaders had no background in scouting at all before this troop. Failure not to become trained within a reasonable amount of time will result in not being allowed as part of the Scoutmaster's Staff and will not be re-chartered as. The Scoutmaster and or the Troop Committee Chairman will decide this.

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### **Assistant Scoutmaster(s)**

Assistant Scoutmaster(s) are not formal members of the Committee as presented in the "Troop Committee Guide Book" Troop 165 recognizes ASM's as members of the Troop Committee and incorporates them in a dual role position as members of the Troop Committee. Any number of Assistant Scoutmasters can be a part of the Troop, as required/desired by the Scoutmaster. Assistant Scoutmasters must be 18 years of age, shall be registered with the Boy Scouts of America and complete leadership training.

**Responsibilities:** Demonstrate the Scout Oath & Law, follow the Guide to Safe Scouting, BSA policies, maintain open lines of communication with Scoutmaster, and keep in mind that the program is for the boys with their best interest always in mind. On your own make the effort to be trained with in a reasonable amount of time after becoming an Assistant Scoutmaster.

Our Scoutmaster's Staff attends weekly meetings and monthly outings. They work directly with the Scouts. It's FUN being on the Scoutmaster's Staff, with many internal rewards. Many leaders in the area continue long after their scouts have gone (we have several in Troop 165). To new members of the Scoutmaster's Staff, scouting is new and exciting and the Scouts notice!

Whenever an ASM cannot attend a meeting or campout it should be communicated to the Scoutmaster, good communication down the chain of command is important and will reflect each person(s) commitment. Adults are expected to demonstrate respect with in the Scoutmaster's Staff, and to the Scouts.

The Scoutmaster is ultimately responsible for a quality program that provides opportunities for advancement, leadership experience, and an exciting outdoor program. He also maintains the safety of the Scouts. The Assistant Scoutmasters may be asked to take responsibility for particular areas like the New Scouts, program, Troop Quartermaster, or other functions.

### **Scoutmaster Emeritus**

- Serve as Chief of the Fire at courts of honor.
- Conduct induction ceremonies of new Scouts.
- Advise the Scoutmaster of any problems or needs that may arise.
- Assist in the preparation of training programs and leadership conferences for the Patrol Leaders' Council.
- Assist the Advancement chairman in the counseling and training of Scouts. Advise the Scoutmaster and the Advancement chairman of training programs that the troop may need to present.

## **Assistant Scoutmaster**

### All Assistant Scoutmasters:

- Assist the Scoutmaster in the weekly meetings by providing skills training once per month. Each ASM should rotate each month.
- Work with the youth leaders in administering troop operations
- Assist with the troop's participation in council and district activities
- Provide guidance and leadership for troop and patrol activities
- Advise troop leadership on special tasks
- Attend training courses
- Become a trained leader in a reasonable amount of time after assuming ASM position.
- Troop committee advisor

### **Assistant Scoutmaster or Committee member of: Outings / Activities Coordinator**

- Support the Patrol Leader's Council in the planning of the event
- Help in securing permission to use camping areas
- Prepare and distribute permission forms for the event – two / three weeks before the event
- Coordinate transportation arrangements
- File a tour permit with the Council Office (Flint River Council requires 30 days notice)
- Prepare a map and directions for each driver
- Assist in the preparation and planning of troop outings as planned by the Patrol Leaders' Council.
- Assist the development and presentation of any programs needed to train the Scouts in outdoor methods.
- Advise the outdoors sub committees of training, transportation, camping, and equipment needs.
- Advise of future requirements, purchasing needs, and changes.
- Advise the Scoutmaster of any problems or needs with the above.

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### **Assistant Scoutmaster New Scout Patrol**

- Be responsible to the Scoutmaster for the New Scout Patrol Scouts.
- Assist the New Scout Patrol in training coordinated with the Scoutmaster.
- Work with Troop Guide Scout assigned to New Scout Patrol related to the troop.
- Attend functions planned from program of New Scout Patrol with at least one other adult.
- Counsel new Scouts to encourage them to attain First Class within one year after joining the troop.
- Attend training courses and roundtable.
- Report to Scoutmaster on New Scout Patrol needs.

### **Assistant Scoutmaster of Venture Crew / Older Scouts:**

- The older scouts are those 13 yrs or older or those who are 1<sup>st</sup>. class and higher.

- Assist the Scoutmaster and Patrol Leaders' Council with planning sessions and training.
  - Advise and guide the troop officers in the implementation of the troop program for older boys.
  - Serve as adult counselor, with at least one other adult, for outings and activities of older Scouts.
  - Advise the Scoutmaster of problems or conflicts in the above areas.
  - Help in leadership training and implementation of leadership skills.
- 

### **Membership and Recruiting**

- Serve as leader of the troop's recruiting team. Coordinate the troop effort in School Night for Scouting and Round tables.
  - Coordinate the Cub Scout Webelos visitations with the troop.
  - Direct the recruiting team in visits to cub packs coordinate with Packmaster of Pack.
  - Serve as troop representative at Cub Scout Arrow of Light Ceremonies.
  - Counsel with new Scouts and their parents with regard to troop policy and camping procedures. Keep a supply of recommended camping equipment sheets and troop handbooks. Review new scout uniforms to assist them in conforming to the troop uniform code and the proper wearing of badges and insignia.
  - Advise Scoutmaster of any problems of new Scouts in the purchase of uniforms and equipment.
  - Assists new Scouts/new adult leaders in "processing into the Troop".
  - Assists new Scouts/new adult leaders in the filling out and completion of membership applications.
  - Performs and records the results of adult application reference checks.
  - Assists in the registration of Merit Badge Counselors.
  - Keeps a supply of Troop 165 Handbooks for issue to new Scouts/new adult leaders.
  - Reviews new Scout/new adult leader uniforms. This is to assist them in conforming to the Troop uniform code and the proper wearing of badges and insignia.
  - To advise the Scoutmaster of any problems or needs in any of the above mentioned areas.
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### **Assistant Scoutmaster of Quartermasters**

- Advise patrol quartermasters for proper equipment care and maintenance.
  - Coordinate regular equipment inspections with troop quartermaster
  - Conduct regular equipment inventory of all equipment.
  - Advise the Scoutmaster for troop procurement needs.
  - Advise the Scoutmaster of any problems or needs in the above.
  - Advise the Scoutmaster of any damaged equipment or of any equipment purchases needed.
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## **Assistant Scoutmaster-At-Large**

- Aid the Assistant Scoutmaster of Advancement where needed or in his or her absence.
  - Aid the Assistant Scoutmaster of Camping and Outdoors where needed or in his or her absence.
  - Assist the Scoutmaster and other Assistant Scoutmasters where needed.
  - Advise the Scoutmaster of any problems or needs that they observe.
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## **TROOP COMMITTEE**

Troop Committee, is made up of interested adults who meet monthly to discuss issues and make decisions for the Troop from information provided by the PLC. The Committee Chair leads the Committee. The committee is made up with a Treasurer, Secretary, Advancement, and other members. The Committee makes policy decisions, keeps records, and constantly monitors the program quality. Committee members also are welcome to join outings and help with special events. Committee meetings are held on the second Monday of every month at the Harvest Point United Methodist Church during the normal Troop meeting time.

There are many varied tasks on the committee. Some duties involve few man-hours each month but are year-round, while other duties involve a more focused action over a one or two month span. Additionally, Troop Committee members are needed to serve on the Boards of Review. A simple majority of the committee members present is required for a motion to be passed. The Troop committee will follow the ["Troop Committee Guidebook"](#)

## **CHARTERED ORGANIZATION (Sponsor)**

1. The Chartered Organization for Troop 165 is the Harvest Point United Methodist Church.
  2. The Chartered Organization is responsible for providing a safe meeting place, and ensuring through careful monitoring and screening that there is adequate, trained leadership that model and teach the principles of scouting.
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## **TROOP COMMITTEE**

1. Functions: Administration and support of the Scoutmaster and the troop.
2. Responsibilities: The Troop Committee shall have the duties and responsibilities described in the BSA" ["Troop Committee Guidebook"](#)". All Committee members shall be registered with the Boy Scouts of America as MC (Committee Member). (See committee specific duties supplement)\*

## **ORGANIZATION**

**Troop Committee:** The Troop Committee shall consist of parents or other adults, 18 or over, interested in Scouting. Parents should be representative of boys in all age groups within the Troop to provide continuity of the Committee as members depart. The Troop Committee shall be organized (BSA Troop Committee Handbook) as follows:

**Chairman:** The Charter Organization Representative must approve the chairman and makes their appointment. The Chairman whose general responsibilities are:

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain close relationship with the chartered organization representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure top-notch, trained individuals for camp leadership.
- Arrange for charter review and re-chartering annually.
- Plan the charter presentation.

**Secretary:**

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop events and activities.
- Conduct the troop resource survey.
- Plan for family night program, and family activities.
- At each meeting, report the minutes of the previous meeting.

**Treasurer (Finance/Records)**

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and savings accounts.
- Train and supervise the troop scribe in record keeping.
- Keep adequate records in the *Troop/Team* record book or as in *Troop Master*.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead the Friends of Scouting campaign.
- Report to the troop committee at each meeting.

**Outdoor/Activities**

- Help in securing permission to use camping sites
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meeting, attendance at troop campouts, Camporees, and summer camp to reach the goal of an outing per month.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.

## **Advancement**

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange quarterly troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
- Work with troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Record all advancement into *Troop Master*.
- Report to the troop committee at each meeting.

## **Chaplain**

Provides spiritual tone; for troop meetings and activities.

## **Training**

Ensure troop leaders and committee members have opportunities for training.

## **Equipment**

Supervise and help troop procure camping equipment

## **Fund Raising**

Coordinate fund raising activities for the troop.

## **Chartered Organization Representative (COR)**

Appointed by the chartered organization, the COR is a member of the chartered organization and serves as liaison between the Troop and the chartered organization. The COR is a voting member of the Troop Committee, and the Chartered Organization's voting representative to the district and council. The COR has the responsibility to insure that top leadership is being provided to the troop. In addition to this the COR has the ultimate authority in deciding the leadership of the troop when selecting a Scoutmaster, Assistant Scoutmaster and other adult leaders.

We have planned a varied and exciting program for the scouts of Troop 165. To make any program successful, however, we need parental support and involvement. Included in this packet is a Troop Resource Survey that indicates all the different areas in which families can assist our scouting program. Please read this form carefully and select those areas where you would like to help. This form may be turned in to the Scoutmaster. The success of our program depends upon your support.

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## **ADULT PARTICIPATION GUIDELINES**

Since Troop 165 is a Scout led troop, all troop activities are run by the scouts. The Scoutmaster gives guidance and supervision to the Patrol Leaders Council (PLC), Senior Patrol Leader (SPL), and the Patrol Leaders (PL's), and the direction to the scouts is by the SPL and the PL's. Assistant Scoutmasters

are assigned to each patrol that serves as a mentor to the Patrol Leader and the other Scouts. In the event the SPL can not perform his duties by controlling his troop it may be necessary for the Scoutmaster or an Assistant Scoutmaster to temporarily intervene to adjust scouts back into 8 methods of Scouting.

The few rules of parent conduct during troop activities including campouts are structured to support the scout-led concept:

1. Observe the “Rule of Two”:

No adult is to be alone at any time with a scout and the “Rule of Two” is to be observed at all times. Basically, this rule requires that a minimum of two people plus the adult. “The Rule of Two” requires that two scouts are permitted with one adult rather than two adults with one scout.

Typically, this occurs when an adult is driving too or from a scout activity, or when an adult is engaged in merit badge counseling. Tenting, showers, dressing, etc. no one on one alone nor may an adult be tenting, showering, dressing with a scout other than their sibling.

2. Parents should not instruct their sons at scout activities, unless approved as a group from the Scoutmaster. (I.e. Merit Badge’s)

3. Parents should allow discipline to be handled through the troop when ever possible.

It is troop policy that “parents may be present” during scout activities. Parents, including members of the Scoutmaster’s Staff, should make the effort not work with or discipline their own sons. To do so breaks down the scout run concept and denies the boy an opportunity to either find out for himself or to work with other boys. When your son becomes a PL, he will not want his structure and discipline within the patrol interfered with by a parent, however well meaning. If a scout approaches a parent with a “What do we do?” or “When do we eat?” question, the only correct response is “Please check with your patrol leader.” No parent should ever direct, discipline, scold, grab, or touch any scout except for the most flagrant health and safety issues.

***As an adult you can probably do it better or You’re way, but you are not here “To Do It Your Way” rather allow your scout to understand and experience that there are other ways to do things, and that it may not be wrong..just different.***

4. On camping trips, tent pitching, patrol set up and eating is organized by patrol: Adults and parents need to allow the scouts to organize it themselves (or lack of).

The adults function as the “Adult Patrol” and pitch their tents near each other and eat together. Scouts are not allowed in the Leadership area, and no parent (adults) is allowed in the scout area unless agreed to by the scoutmaster and or the patrol. The only scout present with the “Adult Patrol” is the SPL at this time. The SPL is part of the adult roster.

5. No adult (s) shall may make plans or coordinate, direct, put into action, or instigate a scouting activity (camping, merit badges, any activity etc.) without consulting with the Scoutmaster first, which he then takes it to the PLC for consideration. It should be the practice of all adults to communicate with the Scoutmaster as to what part, participation, and their commitment level they desire in the troop. No adult has “His or her” group unless assigned specifically by the Scoutmaster to act as mentor.

6. No adult may coordinate meetings outside the regular Troop meeting without consulting the Scoutmaster for approval; all meetings must follow "The Guide for Safe Scouting"

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### **XIII CAMPING**

The camping experience a Scout has brings the boy closer to nature, which is a creation of God. In camping a boy learns to do for others as well as his self. He learns tolerance and gains the ability to get along with others under all conditions.

A regular camping program prepares the boy physically and morally and places him in an environment, which is most wholesome. For a boy today it gets them out with nature and places him with the right "gang."

#### **✦ *Scouts & camping with Troop 165;***

Some Scouts only want to camp, that's good, but there is more to Boy Scouts than camping. You are part of a Patrol and your Patrol needs to be able to count on you. If you are not present for Troop meetings you really aren't participating in the Patrol, you can not be up to speed with what is going on, you don't share Patrol responsibilities, you are not contributing to your Patrol or Troop. No one says you must go camping, but in order to enjoy this outdoor excitement you've got to be part of the Troop.

#### ***Camping and Backpacking***

Shortly after a scout joins a troop he will need to get some camping gear. This will consist of a sleeping bag, foam sleep pad/ self-inflating sleep pad, canteen/water bottle, and personal vittle kit (plate, bowl, cup, knife, fork and spoon). A backpack and other items can be added later (don't forget Christmas, birthdays, etc.). Please ask members of the Scoutmaster's Staff if there are any questions about what to buy, before you buy it.

There are two types of camping. "Base Camping" is where cars or trucks take the equipment fairly close to the campsite and there is no need to carry the equipment very far. "Backpacking" is camping where you must carry everything on your back. When we are Base camping, weight is not a consideration. When we are backpacking, weight can mean the difference between a good time enjoying the outdoors and an awful time carrying too much stuff.

Below are checklists that the Scout can use to gather equipment for camping and backpacking. Some items will need to be purchased by the Scout. All items may have to be packed into or attached to a backpack and carried long distances, so the lighter and more compact the better. A Scoutmaster can help to choose the correct items. Keep in mind that these are basic lists that may change depending on the time of the year and the activity. Some items are duplicated in the lists. You do not have to have two of those items. The lists may contain the same items if the activities are related.

Outdoor gear can range in price from the outrageously expensive to the very inexpensive (read "cheap"). Generally a good quality, name brand, mid-priced item will work very well. There is no need to buy the most expensive equipment available. There are also many discount catalogs available. Some equipment resources are listed toward the end of this document. Ask a Scoutmaster for help or for more information.

Tents, stoves, water filters, and cooking supplies will be supplied by the Troop as the Troop has funding to purchase as needed, but the Scout is free to purchase this equipment for himself.

Plan what you are going to take on your camping trip based on what kind of a trip it is. For instance, if you are Base camping, you might want to bring along an extra trail or nature guide, but if you are backpacking, you may want to leave the extra weight at home.

### ***Backpacking***

Backpacking is a hike for more than one day that may take the Scout many miles and requires that everything he needs to survive, food, clothing, and shelter, be in his backpack. It is very important to check carefully what is being packed. Remember, the objective is to bring what is needed to insure safety and a reasonable degree of comfort. Anything more is extra weight and will reduce the pleasure of the trip. Individuals who bring unnecessary gear may believe it only affects them, but in truth, the group carries the entire load. If an individual brings extra gear, their ability to carry their share of the group gear is reduced.

The Scout should pack enough clothing to remain relatively clean, but may not need a complete change of cloths for every day on the trail. Underclothes should always be as clean and dry as possible, and carrying a pair of underwear and socks for every day may be worth a little extra weight. Avoid cotton clothing. Cotton absorbs moisture and holds it, which just makes the body hotter, sweatier, and more uncomfortable in both warm and cold weather. Cotton/synthetic blends or garments made from all synthetic fibers are much better for backpacking. Synthetic t-shirts and bathing suits with built-in briefs also work very well for hiking in warm weather. Wool hiking socks are the best for backpacking in warm or cold weather and are even better when combined with a synthetic liner sock.

Winter hiking and camping can require extra preparation. Many layers of thinner material will keep you warmer than one very thick layer, and it is easier to regulate the body's temperature when you can remove a single, thin layer at a time. Long underwear made from polypropylene is a great insulator that will still allow skin to breathe and sweat to escape. Scouts should keep their head warm and their feet dry whenever possible. Warm headgear, waterproofed boots, and extra socks can help.

Having enough water can be a challenge when backpacking. The Scout shouldn't carry so much that his pack becomes too heavy, but he needs enough water to stay hydrated during strenuous activity. Generally, it is a good idea to carry minimum of twp quarts, three to four quarts of water is better in your pack. The amount may vary depending on the location and time of year. Water filters allow the use of water from lakes and streams, but they can be expensive. Iodine tablets, available at most outdoor retailers, are a low cost alternative that is very light and can make most water suitable for drinking.

Food must be light and easy to pack. The Patrol will work out meals during the planning phase of the trip. Dehydrated foods can be a great solution to provide lightweight and variety. Store-bought dehydrated meals are generally not a good idea as they are expensive, use a lot of water, and are heavy.

The Scout should also have a mess kit that includes a fork, spoon, cup or mug, and bowl. Backpacking stoves and pots and pans for cooking will be provided by the Troop as the Troops funding allows.

Attached is a list of recommended items each scout should have in his bag or pack for overnight stays or campouts.

Clothes for season and area: Refer to the Boy Scout Handbook and the permission slip for additional specific information.

First Class test camp: Each year usually in the winter Troop 165 will conduct a First Class Test Camp. This camping will work towards cookery, first aid, and tent pitching requirements for First Class and second class for element preparedness. December/January are normally cold months, a boy that can pitch his tent and prepare himself for cold weather when camping out will make an excellent camper the rest of the year under less adverse conditions. Learning to make cold weather bedrolls should be beneficial to all the boys in case they should be caught in the cold and be lost from the rest of their troop. A good opportunity for this is at the annual Klondike.

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### **Ten Essentials**

1. Pack / with tent
2. Foam sleeping pad or air mattress
3. Plastic ground cloth
4. Sleeping bag with stuff sack securely strapped to backpack for hiking
5. Plastic trash bag to line sleeping bag and stuff sack
6. Mess Kit: Knife, Fork, and Spoon, Plate, Bowl, and Cup
7. Toilet Kit: Toothbrush and paste, comb, soap, towel, and toilet paper
8. Scout Handbook
9. Paper and pen
10. Extra plastic bags to keep clothing dry

Optional items may include:

Camera and film, Insect repellent, Sunscreen, Ten feet of cord or rope, Spending money, Watch.  
*Remember you may have to carry these 10 miles!!!!*

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### **XIV. HIGH ADVENTURE ACTIVITIES (not regular camping activities)**

This section deals with policies and procedures for the High Adventure Scout activities in the troop.

The troop will try to schedule a high adventure camping experience every other summer. This activity will be in addition to any summer camp the Troop attends. The troop will make use of the Boy Scouts of America High Adventure Camps, such as Philmont, Northern Tier, or Florida Sea Base, or will design adventure camp experiences.

The following general requirements apply to those scouts wishing to experience high adventure camping:

The Troop has the duty and responsibility to ensure the prospective high adventure camp participant, as well as the entire troop, is prepared for a safe camping experience or trip. The Troop may cancel the high adventure activity or deny an individual scout or adult permission to attend if safety, funding, pre-plan information or lack of attendance.

-Age limits will follow those set by the specific camp. Usually, this means the boy must be 13 years of age by 1 January of the year he wishes to attend camp. In some cases, the age limit will be 14 years.

-Scout rank requirements established by the specific camp will be adhered to. Generally, the scout must be at least a First Class Scout. There may also requirements that the scout must have earned specific merit badges, liking the canoeing merit badge before a canoe trip.

-The scout must have attended at least one-half of the troop meetings during the previous scouting year.

-Generally, the prospective trek is expected to prepare basic plans for the camping trip during the fall and early winter seasons. These plans will include a schedule of meetings, mandatory shakedown hikes or trips, and overnights needed to prepare for the trip. The plans will be reviewed and approved by the Scoutmaster and or the Troop Committee. After this approval, the Scoutmaster will advise the Troop Committee of planning status, generally at the February committee meeting.

-The scout and adult leaders who wish to accompany the boys expect full participation in High Adventure activities that are undertaken during the scouting year specifically to prepare the prospective high adventure participant. The Scoutmaster will advise the Troop Committee at regular intervals during the spring and early summer of progress in implementing the plan and individual participation by scouts and adults.

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## **XV. MISCELLANEOUS POLICIES AND PRACTICES**

### **✦GENERAL**

This section deals with troop policies and consists mostly of items forbidden in our troop. (You know we had to have this list somewhere.) ***When in doubt, refer too: The Guide to Safe Scouting.***

- ✦ Tobacco – Use of Tobacco products on any troop activity to include camping trips. Discretion should be maintained by any adult twenty one years and older, scouts are not allowed.
- ✦ Knives - No sheath knives, switch blades, or knives with blades over 4 inches in length are permitted on any troop activity by any scout, scoutmaster or guest (Parent).
- ✦ No Firearms - No firearms are permitted on any troop activity by any scout or Guest. If any firearms are required on any troop activity, they will be under the strict control of the Scoutmaster's Staff. (No guns of any kind)
- ✦ No Booze - No alcohol will be permitted by any scout, scouter or guest at any troop activity where youth scouts are involved.

- ❖ No Hazing - Hazing is not a tradition in some scout troops. Troop 165 will never have, and never will tolerate any hazing.
- ❖ No Profanity - this applies to both youth and adults.
- ❖ No Electronic entertainment – Electronic portable video games, radios or other electronic equipment, etc. on any troop activity. This excludes GPS and weather radios.
- ❖ Cell phones or pagers by any scout are discouraged at troop activities, troop meetings, camping trips, treks, and summer camp or any other activity... they disrupt, *and the troop will not be responsible for any lost, stolen or damaged electronic contraband.* [Adult leaders may have phones for emergency purposes only] When we meet and especially go camping this time would be considered as a retreat. Adults should also turn off phones at meetings or change to vibrate to show consideration not to disrupt!
- ❖ Scouts should have pencil and paper at all troop activities.
- ❖ No saws or axes are to be used outside an ax yard unless used for sizing down.
- ❖ Axes are to be used with the "Contact Method" only.
- ❖ Scouts cannot build any fires until they earn "Fire 'n Chit".
- ❖ Scouts will not be permitted to use any knife, ax or saw until they earn "Tote 'n Chip". One corner (or complete confiscation) of a scout's "Tote 'n Chip" will be made for safety infraction involving a knife, saw or ax. If he loses all corners or is confiscated, he will lose his "Tote 'n Chip" rights and will no longer be able to use any knife, saw or ax until his "Tote 'n Chip" is re-earned and will most likely be the one teaching. Each scout after earning his "Tote 'n Chip" is required to re-test and or teach this course once a year to re-enforce this training.
- ❖ Scouts will not be allowed to swim at any troop activity unless there are at least two persons assigned as lifeguards / lookouts and one registered as "Safe Swim".
- ❖ All swimmers will use the "buddy system".
- ❖ Lifeguards will call for a "buddy check" every 15 minutes.
- ❖ No scout less than the rank of Star will be permitted to tent alone.
- ❖ Parents (especially the Scoutmaster's Staff) should use restraint of discipline to their own scout during troop activities (get another adult). Let's give our scouts a break during troop activities. (Use good judgment)
- ❖ Speed limits and all other traffic regulations are to be scrupulously upheld by parents/adults driving scouts.
- ❖ Scouts are not permitted to ride in the rear of pickup trucks.

-  No water activity and or any other type of activity may be conducted without proper adult supervision and any required safety training. (i.e. Safety Afloat, Safe Swim)
-  No soft drinks [canned & bottled], candy, drinks with attached straws, or just junk food will be approved for camping. (All patrol menus must be approved by both the SPL & SM)

Note on c-phones. The adult leader(s) will have a c-phone and the number(s) will be posted on the permission form the scout brings home. You should copy this and save. C-phones brought to summer camp 9 out of 10 times will only enhance home sickness if the scout has this because he will use it. The reason we camp is we are leaving these electronics back at our homes. If there is an emergency we the adults will use our phone.

## **GLOSSARY OF ABBREVIATIONS**

APL	Assistant Patrol Leader
ASM	Assistant Scoutmaster
ASPL	Assistant Senior Patrol Leader
BSBLT	Boy Scout Basic Leader Training
FOS	Friends of Scouting
JASM	Junior Assistant Scoutmaster
JLT	Junior Leader Training
FRC	Flint River Council
OA	Order of the Arrow
PL	Patrol Leader
PLC	Patrol Leaders Council
SM	Scoutmaster
ASM	Assistant Scoutmaster
SMS	Scoutmaster's Staff
SMF	Scoutmaster Fundamentals training
SPL	Senior Patrol Leader
TLC	Troop Leadership Committee (the Troop Committee)

# NEW SCOUT BUYER'S GUIDE

(Compliments of BSA Troop 111)

## **Local Camping /Backpacking Outfitters - "Where to get it."**

These are most of the true outdoor outlets in our area. Some initial comments: If you're planning to buy anything major (i.e., expensive), it makes good sense to bring along a few catalogs (especially Campmor, for free catalog call 1-800-230-2151 or at campmor.com) for price comparisons. Don't be afraid to ask the staff for advice; in most of the camping outfitters listed, the staff is more genuinely interested in assisting (as opposed to fleecing) you. Always bring your son's scout card and ask for the standard 10% discount! (Even for those places I've listed as no discount; it never hurts to ask!) Note the 10% scout Discount never applies to Official Boy Scout Equipment - This are set by BSA-National and individual retailers are not allowed to deviate from the "official" prices.

Most of the local military surplus outfits generally only carry cheap gear and lots of clothing, little in the way of quality equipment; they are more interested in servicing paint-ball warriors versus campers. "Real" camping gear should be purchased from the genuine camping outfitters, i.e., R.E.I., Dick's. (These are the places where most scouts and Scouters shop). Dick's is in line with Sports Authority.

**R.E.I.** - Excellent outlet. A wide selection of medium, to high quality gear, including "house"-brand gear. Staff knowledge varies widely, but you can usually track down a genuine camper if you ask and you should ask. Largest selection in the area of replacement parts, R.E.I. is a cooperative; you must pay an initial \$15 lifetime membership fee; a rebate (credit voucher or cash) on your purchases is offered at the end of the year. Regular prices on many items are better than many other stores' sale prices. Big-time storewide sales twice a year, each lasting 5 - 10 days; late Jan. (winter clearance); first Fri. In May (Anniversary Sale I); second Fri. In August (summer clearance); second or third Fri in October (Anniversary Sale II); and the week after Christmas (Christmas Clearance); the Anniversary sales are the best. If you put yourself on their mailing list, you'll receive notice of all major sales. No discounts to scouts.

## **Dick's - Mall of Georgia, Lenox, Cumberland**

Dick's has a limited supply of any needed camping, repelling, climbing, boating, canoeing, fishing, hiking—and the list goes on.

**"Best of the Rest" - The Sports Authority** - Surprisingly wide selection of gear, although the emphasis is towards equipment pertaining to sports, fishing, and hunting. Prices on "industry standards" are comparable (or better) than most camping outfitters, but staff knowledge is generally pretty poor (and I've never found a staff person specifically assigned to camping equipment, which tells you something). Sales on "real" camping gear are infrequent; no discounts to scouts.

Last, but not necessarily least - Most of the "Large department store chains in the area (notably: Target, Sears, and Walmart) have small to moderate-sized camping sections. Selections, quality and prices vary all over the map. You can find some basics there for a reasonable price but remember, you get what you pay for.

***Remember if it's \$20 and everywhere else it's \$90 you will probably only get \$10 worth.***

Another good source in the internet. Campmor.com is excellent as has numerous sales and specials as well as rei.com and REI outlet.com. Another resource is the Boy Scout Catalog, but we have found it very expensive and you can usually find the same or similar item locally for much less. Call 1-800-323-0732 to order a catalog or merchandise.

**Camping Gear Repair:** Some top-of-the-line gear from the "Ultra" Camping Supply Houses come with "Lifetime Guarantees"; if you have your proof of purchase, you can get these items repaired for (usually) just a nominal shipping and handling fee.

For minor rips and tears in valuable tents, packs or sleeping bags, which do not have factory warranties, be prepared for "Sticker Shock". (Also note: in general, repair of cheap gear is not worth it.)

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# Recommended Items for Camping

This list summarizes the minimum equipment necessary for a typical weekend "Base-camping" campout from mid-April to mid-October [Specialty Campouts - Winter Camps, Backpacking, etc., are addressed by other specific handouts]. Packing should be in a medium size duffel bag with clothing separated in small stuff-sacks (or larger clear Ziploc bags, but never a black trash bag). Your Scout should check off each item as he packs it. You ask why not black? You can't see what you have!

## Sleeping Gear:

- \_\_\_\_\_ A sleeping bag, less than 3 lbs or rated to about 25 degrees.
- \_\_\_\_\_ A foam pad/or self-inflating sleep pad i.e. "Thermarest"
- \_\_\_\_\_ A small pillow.

Do not bring large or heavyweight sleeping bags or pillows; if your son's sleeping bag is too light; add an additional light blanket for warmth. Light weight fleece is very good.

## Eating Gear:

- \_\_\_\_\_ A medium sized bowl, preferably plastic, with name plainly marked.
- \_\_\_\_\_ A knife, fork and spoon kit (trashy kitchen-ware will do). Pe-packed sporks form fast foods.
- \_\_\_\_\_ A medium sized plastic cup, with name marked plainly.

Do not bring breakable glass/porcelain items, expensive silverware or anything overly heavy. Don't send "everyday" Tableware you cannot afford to lose.

## Clothing and Equipment:

- \_\_\_\_\_ Class A uniform (worn at departure and on return)
- \_\_\_\_\_ 2 pair underwear
- \_\_\_\_\_ 3 pair socks
- \_\_\_\_\_ 1 pair gym shorts
- \_\_\_\_\_ 2 T-Shirts
- \_\_\_\_\_ 1 pair long pants (2 pair if don't have a Scout Uniform yet)
- \_\_\_\_\_ 1 sweatshirt
- \_\_\_\_\_ 1 long-sleeve shirt or sweater
- \_\_\_\_\_ A belt
- \_\_\_\_\_ A medium wt. wind/rain resistant jacket
- \_\_\_\_\_ A hat (Baseball Cap OK)---Try to keep it "BSA"
- \_\_\_\_\_ An extra pair of sneakers or boots
- \_\_\_\_\_ A small towel
- \_\_\_\_\_ A "dirty clothes" bag, preferably cloth
- \_\_\_\_\_ A poncho or rainproof raincoat, poncho preferred.
- \_\_\_\_\_ A pack-cover
- \_\_\_\_\_ A small/medium sized flashlight (2 C-cell or smaller) with fresh batteries.
- \_\_\_\_\_ A one quart canteen/water bottle
- \_\_\_\_\_ A toothbrush/toothpaste
- \_\_\_\_\_ Small container of liquid soap or bar soap (liquid Dr. Broner's)

**Don't bother packing cleaning gear other than a toothbrush - it won't get used.**

**PRINT THIS PAGE**

**Note:** Most parents of new Scouts outfit their sons with enough clothing to last a week, instead of two nights. Do not pack more than the above, which is already more than he'll need; remember, he may have to carry it some distance to the campsite. If the expected weather appears to be unusually warmer or colder than normal (keeping in mind the weather forecast), make appropriate deletions and substitutions; call the Scoutmaster if you have any questions. You can visit the troop web site and click onto local weather...this could help

Make sure everything has his name and "Troop 165" clearly marked on it. **Pack nothing you cannot afford to lose.** If the Scout shows up with less than "Prepared" he may spend the weekend in his tent. For backpacking you just won't go. When buying a Poncho spend some extra money on this. If you buy a \$10 rain fly you'll get \$10 worth. Plan on spending about \$30 for one that will fit over his pack too.

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## **PERMISSION FORMS – MANDATORY**

Every scout that plans on going on any activity (excluding troop meetings) must have a permission form. The form has a place for parent/guardian to sign, emergency phone numbers to contact them, emergency contact for activity,

Equipment & personal gear is not always listed. Listed is the type of activity, type of medical—Class I,II,III requirement, medication information, time of departure & return, transportation, cooking descriptions (type of) and the due date the permission form must be returned by. Even if a parent is attending the scout must have this. Forms will be available 2-3 weeks before activity. This will be enforced with no exceptions.

The purpose of the permission form is insurance liability. Without written permission from parent/guardian the scout is not covered under BSA insurance. Therefore the scout will not go with the troop, patrol, or other associated BSA functions without the permission form.

Always read the permission form it will contain important information regarding the activity. Times, dates, costs, emergency numbers, type or activity, medication information, equipment pertaining to the season, and a due date for the permission form.

Always pay with cash for meals, this is because the Grubmasters do not cash checks; they are buying for the patrol. Checks will not be accepted.

Always turn in the permission form with payment to Scouts PL & Grubmaster by the due date so the patrol grubmaster can make accurate food purchases & proper transportation arrangements can be made.

## **PHYSICALS POLICY**

### **Class I**

When you join a Boy Scout troop you fill out the backside of application regarding current medical standing. This allows for short term group camping 72 hours and less. It does not cover backpacking, high adventure, or long term camping.

## Class II

Applies to long term camping only where medical attention can be readily available. All scouts must have this before attending summer camp. Class II is valid for 2 years. *Activity where medical assistance is readily available.*

## Class III

Is required for pack backing and high adventure. All adults over forty must have a Class III. Class III is done yearly. *Hiking in remote areas where medical assistance is limited.*

It is recommended that as being a member of Troop 165 each scout and adult should have a Class III medical, Class III is a more detailed medical examination by a licensed medical physician. *All adults over 40 are required to have Class III annually.*

No one without a Class III will be allowed to attend the activity where Class III is required.

Reasoning: We all wish the best for our children and their health is our number one concern for them. A regular "Sports Physical" each year will satisfy the requirement for class III.

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## MEDICATION POLICY

Any scout taking medication either prescription or non-prescription must list this on the permission form. All medication must be handled in one of the following manners:

- As a parent/guardian you are attending the activity and will be responsible for medication.
- If not attending activity provide complete medication information for the Scoutmaster or adult leader in charge so they can administer medication. Under no circumstances should medication be suspended because of inconvenience, or experiment. You will be called to pick up your scout if this is discovered.

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**The Following List is what you will expect to see and use when you go camping with Troop 165**



**Print These List and Keep Handy**



# CHECKLISTS: FIRST AID, CAMPING, HIKING

Camping Trip Location: \_\_\_\_\_

Date: \_\_\_\_\_

Minimum First Aid			
<input type="checkbox"/> Adhesive bandages	<input type="checkbox"/> Elastic Bandages	<input type="checkbox"/> Moleskin	<input type="checkbox"/> Sunburn cream
<input type="checkbox"/> Gauze Pads	<input type="checkbox"/> Poison Ivy lotion	<input type="checkbox"/> Eye wash	<input type="checkbox"/> Aspirin
<input type="checkbox"/> Adhesive tape	<input type="checkbox"/> Triangular bandages	<input type="checkbox"/> Scissors	<input type="checkbox"/> Antacid tablets
<input type="checkbox"/> Roller bandages	<input type="checkbox"/> Antibacterial soap	<input type="checkbox"/> Safety Pins	<input type="checkbox"/> Alcohol prep wipes
<input type="checkbox"/> Butterfly bandages	<input type="checkbox"/> Oral thermometer	<input type="checkbox"/> Tweezers	<input type="checkbox"/> Antibiotic Cream

Camping Checklist			
Essential Equipment			
<input type="checkbox"/> Duffel Bag/Pack	<input type="checkbox"/> Sleeping bag	<input type="checkbox"/> Tent & Ground pad	<input type="checkbox"/> Hat (summer)
<input type="checkbox"/> Extra clothing	<input type="checkbox"/> Class A & B uniform	<input type="checkbox"/> First Aid kit	<input type="checkbox"/> Stocking cap (winter)
<input type="checkbox"/> Boots & extra shoes	<input type="checkbox"/> Toiletries / Tooth brush/soap	<input type="checkbox"/> Unbreakable mug	<input type="checkbox"/> Insect repellent
<input type="checkbox"/> Pocket knife	<input type="checkbox"/> Flashlight	<input type="checkbox"/> Compass	<input type="checkbox"/> Jacket (fall-spring)
<input type="checkbox"/> Scout book/pencil	<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Raingear	<input type="checkbox"/> Canteen/water bottle
Optional Equipment			
<input type="checkbox"/> Swim trunks	<input type="checkbox"/> Sunglasses	<input type="checkbox"/> Lip balm	<input type="checkbox"/> Folding camp stool
<input type="checkbox"/> Camera & film	<input type="checkbox"/> Hiking stick	<input type="checkbox"/> Class C uniform	<input type="checkbox"/> Pillow
<input type="checkbox"/> Duct tape	<input type="checkbox"/> Parachute cord	<input type="checkbox"/> Sewing kit	<input type="checkbox"/> Multi-purpose tool
<input type="checkbox"/> Emergency Money	<input type="checkbox"/> Pencil and Paper		

Hiking Checklist			
Essential Equipment			
<input type="checkbox"/> Daypack	<input type="checkbox"/> Water	<input type="checkbox"/> Food	<input type="checkbox"/> Map & compass
<input type="checkbox"/> Extra clothing	<input type="checkbox"/> Fire starter/matches	<input type="checkbox"/> First Aid kit	<input type="checkbox"/> Flashlight/headlamp
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Sunglasses	<input type="checkbox"/> Signaling device	<input type="checkbox"/> Raingear
<input type="checkbox"/> Pocket knife	<input type="checkbox"/> Toilet paper	<input type="checkbox"/> First aid booklet	<input type="checkbox"/> Whistle
Optional Equipment			
<input type="checkbox"/> Water purifier	<input type="checkbox"/> Insect repellent	<input type="checkbox"/> Lip balm	<input type="checkbox"/> Hat
<input type="checkbox"/> Camera & film	<input type="checkbox"/> Hiking stick	<input type="checkbox"/> Binoculars	<input type="checkbox"/> Paper & pencil

Meals / Cooking / Water			
<input type="checkbox"/> Friday	<input type="checkbox"/> Dinner	<input type="checkbox"/> Cracker-barrel	
<input type="checkbox"/> Saturday	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
<input type="checkbox"/> Sunday	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner / Snack
Type of Cooking	<input type="checkbox"/> Fire	<input type="checkbox"/> Charcoal	<input type="checkbox"/> Stove
Water Requirements	<input type="checkbox"/> Personal	<input type="checkbox"/> Patrol	<input type="checkbox"/> Troop

This sheet should be printed and posted for your use as to the particular items checked for the camping trip.

## CHECKLIST: BACKPACKING

<b>Clothing</b>			
<b>Essentials</b>			<b>Optional</b>
“ Hiking boots	“ Outer socks (2 pair)	“ Liner socks (2 pair)	“ Hat with brim
“ Hiking shorts	“ T-shirts (2)	“ Underwear	“ Belt
“ Raingear	“ Jacket (fleece)	“ Camp shoes	“ Bandanas (1
“ Long-sleeved shirt (1 polypropylene)		“ Stocking cap	“ Swim trunks
<b>Personal Equipment</b>			
<b>Essentials</b>			<b>Optional</b>
“ Pocket knife	“ Compass	“ Flashlight	“ Camera & film
“ Batteries/bulbs	“ Signaling device	“ Fire starters	“ Binoculars
“ Trash bags	“ Ziploc bags	“ Toothbrush	“ Paper & pencil
“ Insulated mug	“ Spoon	“ Bowl with top	“ Books
“ Sleeping bag	“ Ground mattress	“ Backpack	“ Camp chair
“ Tent	“ Water bottles	“ Money	“ Backpack cover
“ Camp towel	“ Class A uniform	“ Scout Handbook	“ Parachute cord
<b>Group Gear</b>			
“ Tent	“ Rain fly	“ Cooking pots	“ Cooking utensils
“ Stove	“ Purification pumps	“ Toothpaste	“ Sun tan lotion
“ Toilet paper	“ Trowel	“ Lip balm	“ Hand lotion
“ Soap	“ Duct tape	“ Bear bag	“ First Aid kit

Remember: The objective is to bring what you need to insure safety and a reasonable degree of comfort. Anything more is extra weight and will reduce the pleasure of the trip. Individuals who bring unnecessary gear may believe it only affects themselves, but in truth, the group carries the entire load. If an individual brings extra gear, their ability to carry their share of the group gear is reduced.

Patrol Name: \_\_\_\_\_

### TROOP 165 DUTY ROSTER

Name	Friday Night Cracker Barrel	Saturday Breakfast	Saturday Lunch	Saturday Dinner	Sunday Breakfast
1	Head Cook	KP	Waterman	Ax-Master	Site Clean up
2	Assistant Cook	Head Cook	KP	Waterman	Ax-Master
3	Fireman	Assistant Cook	Head Cook	KP	Waterman
4	Fire Marshal	Fireman	Assistant Cook	Head Cook	KP
5	Site Clean up	Fire Marshal	Fireman	Assistant Cook	Head Cook
6	Ax-Master	Site Clean up	Fire Marshal	Fireman	Assistant Cook
7	Waterman	Ax-Master	Site Clean up	Fire Marshal	Fireman
8	KP	Waterman	Ax-Master	Site Clean up	Fire Marshal

- **Head Cook** – Prepares meal in charge of getting meal ready. Heads up cracker barrel.
- **Assistant Cook** – Helps the cook prepare meal supervise meal clean up, and assist with cracker barrel.
- **Fireman** – Care for and prepare equipment used to cook on and refuel if necessary. Gathers firewood and prepare patrol fire, check & start lanterns for night/store away at breakfast.
- **Fire Marshal** – Makes sure campsite is fire safe helps Fireman gather wood.
- **Site Clean up** – Campsite clean up, checks latrine make sure it is clean and ready. Assist with campsite set up and take down. Makes sure campsite looks good and is safe.
- **Ax-Master** – In charge of ax yard and camp to make sure everyone is following all safety rules when using axes, saws, & knives. Helps set up and take down ax yard. Gathers firewood.
- **Waterman** – Makes sure there is plenty of water available in camp for cooking and clean up. Responsible for latrine clean up and maintenance (inside and out) assist KP
- **Kitchen Police (KP)** – Wash dishes and prepare water for dishwashing.

Some patrol members may be entered on several duties because there is not enough patrol members to full fill them. It is the responsibility of the patrol members to help where help is needed.

Grubmaster: The person who buys the food, packs the ice chest, and insures all food is available as selected by his patrol. The Grubmaster takes the ice chest home with him the week of the camping trip so it can be packed. After the camping trip the Grubmaster distributes any left over food to his patrol members if they wish to take leftovers home. Other-wise the Grubmaster may take any left over food that is perishable. No perishable items [salt, pepper, spices etc. can be stored in the patrol grub box. All patrol menus must be approved by the SM and SPL or an ASM before purchasing, all evening meals must be made from scratch, using a healthy menu. The receipt from food purchase must be turned into the SM after the camping trip; any extra money must be turned in and will be issued at the next camping trip in addition to the money collected.

# Troop 165 - Boy Scouts of America

McDonough, GA

## Personal Information and Health History

### **Health Information**

Check all items that apply, **past or present**, to your health history. Please explain any "yes" answers. This information is extremely important to your safety, so please answer honestly and completely.

Allergies: Food, medicines, insects, plants Yes/ No

If yes, please detail allergies. \_\_\_\_\_

### **Do you have or have you had:**

Asthma Yes/ No, Diabetes Yes/ No, High Blood Pressure Yes/No

Cancer/leukemia Yes/ No, Heart Trouble Yes/ No, Kidney Disease Yes/ No

Convulsions/Seizures Yes/ No, Hemophiliac Yes/ No

If you answered "Yes" to any of the questions above, please provide explanations.

List any medications that might be administered while in camp. Please include dosage time and amount for each medication.

List any physical or behavioral conditions that may effect or limit full participation in swimming, backpacking, hiking long distances, or playing strenuous physical games.

List equipment needed such as wheelchair, braces, glasses, contact lenses, etc.

Other important information such as diet restrictions, activity restrictions, etc?

When was the date of your last tetanus shot? (If you are not sure, or can't remember, it is a good idea to ask your doctor for advice on the advisability of getting a tetanus booster.) Tetanus shots are every ten years.

Month and Year of last tetanus shot \_\_\_\_\_

Adult/parent/guardian signature: \_\_\_\_\_

**Please Print This Form and Return it to the Troop Committee Chairman**

# Troop 165 - Boy Scouts of America

McDonough, GA

## Driver Information Form

Getting to and from outings and events can sometimes be very difficult to coordinate. The Troop needs the help of adults to provide transportation throughout the year. The information below is required to submit a Tour Permit from the BSA, and is required from anyone who might drive for the Troop.

Please fill out the form below and return to the Scoutmaster if there is any chance you will be able to provide transportation for the Troop. Drivers for Scout events must be at least 18 years old.

**All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state or be current with State Requirements in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000.**

Driver's name: \_\_\_\_\_

Make, model and year of vehicle: \_\_\_\_\_

Type of vehicle (car, van, station wagon, etc): \_\_\_\_\_

Number of passengers including driver (There must be enough seatbelts for each passenger): \_\_\_\_\_

Vehicle owners name: \_\_\_\_\_

Drivers license number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Insurance company: \_\_\_\_\_ Policy number: \_\_\_\_\_

Liability per person: \_\_\_\_\_ Liability per accident: \_\_\_\_\_

Property damage: \_\_\_\_\_

**Please Print This Form and Return it to the Troop Committee Chairman**

# SUMMER CAMP ACTIVITY FEES PAYMENT SCHEDULE

Troop 165 plans a one-week summer camp each year. The cost is approximately \$180.00 to \$250.00 per scout depending on the location selected. Additional expenses over camp fees may incur, transportation, high adventure, rafting trips, and other numerous side activities that could be elected to participate in.

November	Installment due	20% Balance
January	Installment due	20% Balance
February	Installment due	20% Balance
April.	Installment due	20% Balance
March	Final Installment due	Balance

This chart represents the installment plan; scouts may start at any time but must satisfy previous installments if they start after 1<sup>st</sup>. installment is due. No refunds will be made after March 15<sup>th</sup>. Actual dates will change from year to year...months for installment will not. The Troop secures a spot at a camp with a deposit of \$250...or more or so much per person by January 1<sup>st</sup>. that means we must make a payment before this date. Payments after this date cannot guarantee that the dates requested will be guaranteed.

It is also important that the scout who is working on Merit Badges fill out the proper paper work for the Merit Badges offered at camp before March 1<sup>st</sup>. this will also make it more likely that he will be able to take those offered.

New Scouts entering into the troop who have never attended Summer Camp will be taking the program for new Scouts with less emphasis on Merit Badges. Summer Camp offers the Scout opportunities to advance in rank and for new Scouts to learn the Patrol Method.

All Scouts should contact the Advancement Chairman for Summer Camp information and Merit Badge information. The Advancement Chairman, Committee Chairman and Scoutmaster will be coordinating the summer camp program.

All summer camp payments will be made to the Troop Treasurer. No one else should accept payments.

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## **DISCIPLINARY ACTION POLICY:**

### Discipline is Leadership

All Scouts have made a pledge to follow the Scout Oath and Scout Law. This is something that they must address as a personal obligation and their obligation to their troop, fellow scouts, family, church, adults and community.

If the actions of a scout are disruptive to meetings and activities, and or endanger the well being of another individual while engaged in a troop function, the scout will be made aware that the behavior exhibited is not consistent with the expectations of a Scout and must stop immediately.

Swearing, inappropriate comments, loud talking during meetings, skills, etc. and other disruptive actions in this same vein will not be tolerated. Threats against another person, which may be made in jest, and/or actions, which may cause harm to another individual, must be taken seriously and are not allowed under any circumstance.

Scouting is meant to teach the values of life and respect for others. All Scouts took the pledge to follow the Scout Oath and Scout Law, both the Adults and of the Scouts. If behavior that is inconsistent with the expectations as a member of the Boy Scouts of America is exhibited repeatedly the following disciplinary steps are suggested. These may be shortened or lengthened depending on the severity or other extenuating circumstances.

It is understood that the Adult leaders must strive to solve with a workable solution that benefits the Scout, which may mean negating any activity for them personally (the Adult) for the benefit of solving a Scouts disciplinary problem.

- First: The Patrol Leader of which the scout is a member gives the first warning. The Patrol Leader is to inform the SPL that a reprimand was necessary. They then work together to resolve any problem or conflict.
  - Second: The second warning is given by the SPL directly after the patrol leader reports to him. He may take the option of removing the scout from the group or patrol by setting him aside. He then should inform the SM or ASM that a second reprimand was needed. Again they then work together to resolve any problem or conflict.
  - Third: The ASM of the patrol with the SPL & PL give the third warning. The ASM will notify the SM of the problem. Again the Scout may be removed from the group or patrol and they will work together to resolve the problem or conflict. At this time the scout is given the opportunity give his plan to correct any problem or conflict and to stick to it.
  - Fourth: By this time the scout has had numerous chances to correct his problems. The Scout's parents will be contacted and notified of the current existing problem. At this time the SM and ASM(s) will be meeting to discuss the problem. If this problem occurs at a location away form the troop meeting i.e. campout, camporee, or other away activity the following may be employed.
    1. The SM or the designated ASM or adult in charge will contact the Scout's parents/guardian. Notification of the Scout's behavior will be communicated; if the Scout cannot correct it further contact may be made for pick up.
- Following this notification the Scout and Scout's parents/guardian will have to appear before a special meeting of the Troop committee with the Committee Chairman, Committee Advancement Chairman, Vice chairman, and Scoutmaster to explain his behavior and what steps he is going to do to correct it.

- Fifth: The SM will call parents/guardians to pick up the scout immediately. Pick up could be from where ever the Scout is. Keep in mind that this could in the middle of the night, day, or over a distance of miles from the Scouts home. In the event the parents cannot pick up the Scout and or the guardians then the local authorities will retain that Scout until such pick up can be made. A letter should follow this up from the SM within 7 days to put in writing to the parent and scout of possibility of dismissal from the troop. Under no circumstances will the Scout be transported by any other person (s) than the legal guardians in disciplinary problems and not less than three if possible in cases of sickness or other non-disciplinary actions.
- Sixth infraction: The scout is to be dismissed from the troop.

These are suggested guidelines that we will follow if discipline becomes a problem. The scouts themselves and through the patrol leaders council may elect to have their own version. They must meet with approval from the SM and the committee. It is not responsibility of the BSA to discipline the scouts, but the responsibility of the scout's parents. It is the responsibility of the Scouts to maintain a certain amount of order and to follow the Scout Oath and the Scout Law

# Automobiles and Scouts

It is essential that adequate, safe and responsible transportation be used for all Scouting activities. Because most accidents occur within a short distance from home, safety precautions are necessary, even on short trips.

## “Guide to Safe Scouting” BSA Policies

1. Seat belts are required for all occupants.
2. All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 persons, including the driver (more than 10 persons, including the driver, in California), the driver must have a commercial driver's license (CDL).
3. An adult leader (at least 21 years of age) must be in charge and accompany the group.
4. The driver must be currently licensed and at least 18 years of age. Youth member exception: When traveling to and from an area, regional, or national Boy Scout activity or any Venturing event under the leadership of an adult (at least 21 years of age) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions:
  - a. Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted)
  - b. No record of accidents or moving violations
  - c. Parental permission granted to the leader, driver, and riders
5. Passenger cars or station wagons may be used for transporting passengers, but passengers should not ride on the rear deck of station wagons.
6. Trucks may not be used for transporting passengers except in the cab.
7. All driving, except short trips, should be done in daylight.
8. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000.
9. Do not exceed the speed limit.
10. Do not travel in convoy (see ["Leadership Requirements for Trips and Outings,"](#) No. 2).
11. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be made more frequently.

In addition to BSA driving policies: Scouts who drive (under the age of 18) to an event, especially a camping event when the scout(s) will stay over night they must remain and will not be allowed to leave unless written permission has been given to the leader in-charge and or the Scoutmaster. This is to apply to both the driver and any passengers that accompanied the scout. As part of this the scouts driving may not leave early unless written permission has been given to the leader in-charge or the Scoutmaster. Please pay close attention to #4 above

Any scout who fails to follow these safety guides will be required with his parents to meet with the Troop Committee and explain his action; the scout may be temporarily suspended from troop activities or be removed from the Troop. It is not the intent of the Troop to impose unnecessary restraints on the scouts but because experience has thought us, that some will leave before the Troop has been dismissed and their part in participation has not been fulfilled and in addition parents may be unaware that they have left when their trust has been bestowed to the adult leadership of the Troop.

## 'Participation Pledge'

### Scout's Pledge:

I have read the Troop Handbook and reviewed it with my parents / guardians. I understand my responsibilities as a member of Troop 165 and will pledge to do my best, to do my duties, and to work for the good of the Troop and my Patrol.

I pledge to live by the Scout Oath & Law as a Scout and in my daily life, which includes my family, school, and religious affiliation to the best of my ability.

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(Scout Signature)

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(Date)

### Parent's Support Agreement

I agree with the commitment my son is making and have also reviewed with my son the 'Troop Handbook'. I promise to support him in attending training, advancement, troop meetings, and troop activities as well as with encouragement and support at home, school, and his religious affiliation responsibilities. I realize that his presence is necessary for the smooth functioning of his Patrol and Troop.

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(Parent / Guardian signature)

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(Date)