

TROOP 316
Parent & Scout Welcome Packet
and Handbook



OUR SAVIOR LUTHERAN CHURCH
PARADISE, CALIFORNIA
Golden Empire Council
Ranchero West District
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Welcome To Troop 316

Welcome to our Troop! The Boy Scouts of America is the largest youth-oriented organization in the United States with more than 4 million young people and leaders currently registered. By becoming a parent of a Boy Scout, you are setting your son out on the grand adventure of Scouting. This is a tremendously important and rewarding endeavor that you will be able to share with him. A boy whose parents maintain a degree of interest in Scouting will be a more happy, active and successful Scout.

Unlike Cub Scouting, which many of you are familiar with; Boy Scouting is a YOUTH-LED organization. The boys learn responsibility and how to organize and lead the Troop. Sometimes these lessons are hard, however, we ensure that all challenges we place before the Scouts are challenges they can, with a little effort, overcome. After training, and with adult supervision, the boys run the show! The Troop and Patrol gives the Scout an opportunity for wholesome companionship with boys of his own age and experiences that will assist him to understand and adjust to his approaching adulthood.

The following pages describe what the program is all about, how much it will cost, and the organization of the Troop. This Welcome Packet contains information necessary for SCOUTS and their PARENTS to successfully understand and participate in the Troop Program. Please take the time to read and discuss this information. If you have any questions, feel free to contact the Scoutmaster, Troop Committee Chairperson, or the Chartered Organization Representative.

As you read through this Welcoming Packet, please note headings in italics. These sections are of particular importance for your son and yourself to read AND understand. Please help him with this in mind.

Entry into Scouting

In order to become a Boy Scout, you must have completed the 5th grade or be 11-years old, but under the age of 18, AND satisfy the Scoutmaster that you:

- Understand and intend to live by the Scout Oath/Promise, the Scout Law, and the Scout Motto
- Know the Scout salute and handclasp and when to use them
- Understand the significance of the Scout badge
- Understand and agree to follow the Outdoor Code

When you have satisfied the above requirements, you can register as a Scout by filling out the membership application; have your parent sign it, and return with your fees to the Troop's Treasurer.

Scouts that are new to the Troop, or Webelos who crossover, will be presented with a Scout Neckerchief by the Troop Committee.

Mission

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people, and in other ways to prepare them to make ethical choices over their lifetime in achieving their full potential. The values we strive to instill are found in the Boy Scout Oath and Law.

Aims & Goals

Character Development	To build self-reliance, self-discipline, self-confidence and self-respect.
Citizenship Training	To foster love of community, country and world, along with a commitment of service to others and an understanding of democratic principles.
Mental & Physical Fitness	To develop physical, mental, emotional, and moral fitness, that will stay with a Scout for the rest of his life.

We use the following methods to accomplish the goals in mind:

Ideals	each Scout commits himself to the personal behavior guides and standards in the Scout motto, the Oath, and the Law
Patrols	patrols give Scouts experience in teamwork, democracy and leadership
Outdoors	Scouting emphasizes outdoor activities, which foster an appreciation of nature and our ecology. Along the way, Scouts practice and learn new skills and develop confidence in their own abilities to cope with obstacles. Your son will advance and enjoy Scouting if they go on the outings, otherwise, there is a very good chance they will lose interest in the program
Advancement	This program provides Scouts with a ladder of skills to climb at his own pace. On the way up, he has many opportunities to learn and to be recognized for his achievements
Personal Growth	All of the other methods contribute to the personal growth of a Scout through experience. The quest for growth is a method, too.
Adult Association	adult leaders, male and female, provide an example to Scouts of the high character they should strive for in their personal growth
Leadership Development	allowing boys to acquire leadership experiences is one of the most valuable things Scouting offers
Uniform	The uniform reminds a Scout of who he is and what is expected of him. It identifies him as part of a patrol, troop, council, and worldwide youth movement. He can take pride in being a Scout, and in the achievements shown on his uniform and sash

Your boy will be immediately working towards his Tenderfoot and 1st Class Ranks. As he travels on his trail to Eagle and beyond, he will not only learn how to lead a team to a goal, he will actually lead teams of Scouts in a number of challenging situations. This is all accomplished in the spirit of fun and adventure!

THE SCOUT OATH / PROMISE

"On my honor, I will do my best, to do my duty to God and my country, and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight"

THE SCOUT LAW

"A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent"

THE SCOUT MOTTO

"Be Prepared"

Organization

Troop 316 is a participating member of the Ranchero West District of the Golden Empire Council, Boy Scouts of America. The Troop's organization consists of a Chartered Organization, a Troop Committee, the Troop, and the Troop's parents.

Chartered Organization

Every Troop belongs to an organization called a Chartered Organization, or Sponsor. The Chartered Organization for Troop 316 is Our Savior Lutheran Church. The church shares our objectives for the boys, provides service opportunities, and insures that there is adequate, trained leadership. A Chartered Organization Representative acts as liaison between us and the church.

Troop Committee

The Troop Committee functions as an administration and support organization for the Troop. The committee takes care of the non-program issues surrounding the Troop. For example: newsletters, Troop funds, organizing fundraising, membership drives, tour permits & permission slips, advancement records, procurement and maintenance of Troop equipment, transportation logistics, medical information, etc..

The committee typically meets the 4th Monday of every month. The meetings are open to all parents and other interested adults. All are highly encouraged to attend, since this is where you will not only receive the most information about the goings-on of the Troop, but also, you have the opportunity to participate in discussions on topics and voting on issues.

Patrol & Patrol Leaders

The Troop is made up of patrols. Each Patrol usually consists of a Patrol Leader and an Assistant Patrol Leader.

The Senior Patrol Leader, Patrol Leaders, and other youth officers, run the Troop. Troop 316 holds elections for the Senior Patrol Leader and Patrol Leaders typically every 6 months.

The Patrol Leaders, Assistant Senior Patrol Leader, and Scribe, with the Senior Patrol Leader as their head, form the Patrol Leaders' Council, which plans the activities and runs the Troop meetings.

Scoutmaster and Assistant Scoutmasters

Troop 316 has one Scoutmaster and a number of highly qualified Assistant Scoutmasters. The Scoutmasters' job is to teach the Senior Patrol Leader and other youth leaders how to run the Troop, watch overall safety, and the advancement of the Scouts. The Scoutmaster does not run the Troop.

Troop Meetings

Troop 316 holds its meetings every Monday (starting at 7:00pm) with a Committee/parent meeting on the 4th Monday of every month; these meetings are referred to as "PLC Meetings". It is expected that the Scouts will communicate any changes through each Patrol, and that the parents are notified of such changes by the Scout.

Troop Parents/Adults

The role of the parent/s within Troop 316 is to be supportive of the Troop's effort and to provide the atmosphere Scouts need to learn and excel. Parents should do the following:

- Read their son's handbook, especially Chapters 1 & 2, and understand the purpose and methods of Scouting.
- Read and go through the activities in the parent pullout at the beginning of the Boy Scout Handbook
- Actively follow their Scout's progress (or lack thereof) and offer encouragement and a push when needed
- Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor
- Assist, as requested, in all Troop fundraisers and other such activities. All such assistance lowers the cost of the program we offer to the Scouts, and therefore, lowers each family's cash outlay
- Be aware and up-to-date of the Troop program and annual calendar
- Attend one or more Troop meetings and Committee meetings per quarter

See "Parental Responsibilities to the Scouting Program" below.

Scout Participation

Scouts are expected to attend meetings, participate in activities, attend outings, and advance in Scouting.

Each Scout must come to events and meetings prepared. He is to bring his Boy Scout Handbook, a notebook, and a pen or pencil to every activity. At the meetings, they have times when they are required to be quiet and pay attention to the instruction. There are other times when they may run and play in organized games and activities. During the instruction periods, Scouts must keep quiet and orderly in order to keep from distracting others and be respectful to the instructor.

Scouts should attend all meetings if possible and as many outings as possible. We cover a great many things at these meetings and outings, and Scouts get left behind quickly if they are not there to get the instruction. A Scout who cannot attend a weekly meeting should call his Patrol Leader before the meeting to let him know, and call his Patrol Leader after the meeting to find out what he has missed.

Advancement is necessary in the growth of a Scout. He needs to begin advancing as soon as possible after entering a unit and needs to keep that advancement going until he has reached his goals. Scouts must, however, initiate this advancement. Adult leaders cannot take each Scout by the hand and guide him along the trail to Eagle. Scouts should work on their own, with other Scouts, adult leaders and merit badge counselors in preparation for completing the advancement requirements. Parents can aid in review and preparation with their Scout for advancement, requirements or Board of Review.

Advancement includes both rank and merit badge work. Merit badge work teaches Scouts all sorts of things, and is the basis for rank advancement after the rank of First Class Scout. Merit badges can be earned at home, at Scout camps, merit badge college, and other events with the prior approval of the Scoutmaster. Partial credit is given for work done on incomplete merit badges, but historically, few Scouts complete merit badges that were not completed at camps, etc. unless the parents encourage their Scouts to complete that work.

Advancement & Recognition

All Scouts are required to have their Scout Handbook at Troop meetings and to use every opportunity to learn more about Scouting through its use. It is the responsibility of all parents to become familiar with the requirements of the rank that their son is striving to achieve. This knowledge will enable them to provide the assistance and encouragement necessary for his continued advancement.

When one thinks of Scouting, merit badges usually come to mind. A merit badge shows that you have spent some time learning about a particular subject or activity. As a new Scout, your first priority is the First Class Trail. You should get the basics of Scouting down, before spending time on merit badges. By going through the ranks of Scout, Tenderfoot, Second Class, and First Class, you acquire the skills necessary for camping, hiking, and other Scouting activities. The Troop has excellent adult advisors and more experienced Scouts that will guide your son on these initial steps.

The requirements for each rank are listed in your Scout Handbook. Requirements may be signed off by either the Scoutmaster, Assistant Scoutmaster, or someone directly appointed by the Scoutmaster (i.e. the Senior Patrol leader or Troop Guide). Additionally, requirements may be signed off by BSA-sanctioned camp staff so appointed by the Camp Director/s.

Once you have completed all of the requirements needed for each rank, you will make an appointment with the Scoutmaster for a Scoutmaster Conference. This will normally take place during a regular Troop meeting. This is a chance for the Scout and the Scoutmaster to assess the Scout's progress and development. If a Scout is having trouble with a requirement, he may also meet with the Scoutmaster for help and guidance. Conferences that take place between the Scoutmaster (and/or someone directly appointed by the Scoutmaster) and the Scout are to observe the Youth Protection Program guidelines, and are NOT open to the participation of Scout's parents, other Scouts, committee members, members of the Board of Review, or anyone else not so appointed by the Scoutmaster.

After the advancement Scoutmaster Conference, the Scout needs to have a Board of Review. It is the Scout's responsibility to contact the Advancement Chairperson to set up an appointment. A Board of Review consists of three or more adults from the Troop. No parent can serve on his or her own son's review. If the Advancement Chairperson calls on you to assist with a Board, please make an effort to assist.

Merit Badges

There are more than 100 merit badge subjects and activities that give the Scout an opportunity to learn more about particular subjects. Some merit badges are required and you need them to move up in rank, while others are electives. However, as a NEW Scout, the Troop highly encourages and strongly recommends that he concentrate on the "First Class Trail"; this trail concentrates on working with the Scout to advance him through Tenderfoot and Second Class ranks, and on to First Class Rank.

You can find information about merit badge requirements in the appropriate merit badge pamphlets (part of the Troop Library) and on-line (see "Websites" at the end of this pamphlet). If the pamphlet is not available through the Troop Library, you can purchase the pamphlet at the Scout Store. When you are finished using the merit badge pamphlet, we encourage you to donate it to the Troop Library.

Here are the steps to earning a merit badge:

Once becoming a Boy Scout, the Scout indicates his interest in a merit badge to his Scoutmaster (or designated assistant), who gives him:

- 1) an interview/counseling to determine appropriateness based on interest, enthusiasm, preparedness, and requirement,
- 2) a signed application, if approved, for that particular merit badge,
- 3) the name and phone number of a council/district approved Merit Badge Counselor (MBC),
- 4) encouragement to wear his Class "A" uniform when visiting with his counselor

The Scout calls the counselor and makes an appointment

The counselor sets a date, time, and place for the meeting, making sure that the Youth Protection Program guidelines are followed. He or she may recommend that the Scout bring the following:

- 1) Merit Badge pamphlet,
- 2) Scoutmaster signed application,
- 3) any projects he may have started after approval from the Scoutmaster,
- 4) any other indications of preparedness

Merit badge work/project as guided by the MBC

When the Scout has finished all required work and learning material, he arranges with the counselor for a final examination

Upon approval, the MBC will sign and date (2) places on the application, retaining his portion

Submit the remaining portions of the application card to the Scoutmaster, who will sign it

You will receive your merit badge/s and card/s at the next Court of Honor

Our Troop encourages a Scout to complete his merit badge/s within (1) year from the date that the application is approved. This benefits the Scout in many ways: the Scout tends to learn more when focusing and studying on one or two subjects in such a time period; the relationship between the Scout and the counselor is more stable and equitable in the completion of the merit badge; there is less chance that the Scout may have to seek out another counselor should the original counselor move on. These are only a few of the reasons for the aforementioned suggestion.

The Scoutmaster may refuse the approval of multiple merit badge applications based on either: 1) age & maturity, 2) unproven merit related to merit badge completion (track record), 3) counsel by Advancement Coordinator or other ASM's, 4) substantial amount of outstanding merit badge applications.

It is very important that each Scout keeps their blue cards, as they will be needed on an Eagle Board of Review. A plastic sports-card binder page is a perfect place to keep all of the cards together. It is also highly recommended that the Scout keep track of dates that they go camping, do service projects, and hold Troop leadership positions. This can be as simple as writing the information down on the inside cover of the Scout Handbook.

Court of Honor

Usually held in place of a regular Troop meeting every (4) months. Parents are requested to attend all Courts of Honor to fully support the Troop and encourage their sons. This event is where advancements, awards, year pins, merit badges, etc. are presented. It is a time of public recognition of the Scout's accomplishments.

Policies & Discipline

It is a privilege to be a member of the Boy Scouts of America, and we believe that proper discipline and order must be maintained at all times. Because the Troop is a "boy-run" organization, the Scouts are expected to cooperate with the boy leaders during all activities. It is NOT expected that the Scoutmaster or the adult assistants should have to constantly intervene to restore order or ensure that Scouts perform their share of the work necessary to make the program work. Scouts will respect their fellow Scouts' feelings and the property of their fellow Scouts. Fighting, rough horseplay, teasing, hazing and Name Calling will not be tolerated. Scouts who have difficulty in accepting or following directions from their peers will be counseled by the Patrol Leader, the Senior Patrol Leader, or, if necessary, the Scoutmaster. Parents will be notified of any issues as the Scoutmaster considers necessary.

If a problem persists and causes disruptions of any activity the scout(s) parents will be called and asked to pick them up, either from a meeting or an outing. The Scout may be asked to take a leave of absence from the Troop until his maturity develops to a level expected of Boy Scouts.

If a visiting Parent observes a Scout violating any of these rules, they should bring it to the immediate attention of one of the adult Scout Leaders. If the Parent feels that a Scout is in imminent danger, then they must correct the problem immediately. It is not the intention of the Troop to have visiting Parents discipline any Scout (including one's own son). That is the responsibility of the Scoutmaster or one of the Assistant Scoutmasters.

Contraband & other generally unacceptable items

Scouts will not be permitted to possess the following items at meetings or outings:

- Alcoholic Beverages
- Illegal drugs or narcotics
- Tobacco products of any type
- Explosives of any kind
- Firearms and/or ammunition
- Bows & arrows, slingshots
- Sheath knives (fixed blade), switch blade knives, or knives with blades longer than 4 inches
- Obscene or pornographic materials
- Martial arts devices
- Butane lighters of any type
- Aerosol spray cans (use pump spray bottles)
- Electronic devices such as GameBoys, other electronic games, iPods, etc. NOTE: Scouts may take cell phones FOR THE PURPOSE OF CONTACTING AN ADULT. All electronic devices should be left in the vehicle. Electronic devices may be used in a vehicle at the option of the driver.

The first time that any of these items are found in the possession of Scouts, with the exception of alcohol and illegal drugs or narcotics, the items will be confiscated and returned to the parents. The second occurrence will result in parents being called and asked to come and pick up their Scouts. With respect to alcohol and illegal drugs or narcotics, Scouts may not bring, possess, use, distribute, or purchase any of these items during meetings or outings. The first offense will result in parents being notified, automatic suspension from the Troop, Committee meeting to review the case, and possible permanent expulsion from the Troop.

Concerning knives, the only fixed blade knives that will be found within the Troop will be the food prep knives found in the chef sets belonging to each patrol. In addition, the "TOTIN' CHIP"/"WHITTLLING CHIP" card system will ALWAYS be in effect. Scouts must earn and carry the "TOTIN' CHIP" in order to use a knife (other than for cooking purposes), axe, or saw. The Scout must earn the "Totin' Chip" before he may carry or use a pocketknife (the "Whittlin' Chip" is issued to Cub Scouts). Any misuse of the knife or other item listed may result in a corner being removed from the appropriate card, along with a brief counseling session regarding knife safety. When all four corners are gone, the Scout must re-qualify by participating in vigorous training session. Please note that the Scout MUST carry the card in order to use the knives/tools.

Food & Drink

Troop 316 eats very well in camp, and we sometimes have left over food. Any food left over from previous meals is available to Scouts that get hungry between meals, but will not be consumed in place of items on the menu. Scouts may, on occasions, be instructed to bring a bag lunch and may then bring whatever items they want. In the event that an activity is scheduled that requires each Scout to bring his own food, then each Scout will be allowed to bring what he desired within the limits of transportation with the hope that parents will insure that proper nutrition is followed. Scouts should bring a canteen for water to consume on hiking/camping trips and may bring a few healthy snacks such as trail mix, etc. Carbonated beverages and junk foods should be discouraged as to promote good nutrition. The purpose of utilizing the provided food is to limit the amount of unnecessary food and trash within the campsite. This elimination of unnecessary food and trash will ensure a clean camping area as well as eliminating the possibility of insects and wild animals. Glass containers WILL NOT be allowed under any circumstances.

Scouts will be expected to pay for food necessary for an activity or camp out in advance. That payment will be based on the number of meals that they will consume during the event. The payment must be made by the last meeting before the outing. Since food will be purchased immediately after that meeting, and those purchases are made to supply the number of Scouts committed to the trip, refunds will not be made if a Scout is not able to attend.

Personal Hygiene

A Boy Scout is old enough to know that he needs to keep himself and his clothing clean. Adult leaders are not allowed to take Scouts to the showers, and should not be required to remind Scouts to wash themselves and their clothing. Also, boys in this age bracket need to be instructed in the use of deodorant. They should also know that they should not sleep in the clothing that they have worn all day. We have and will continue to try to instruct Scouts in proper camping procedures, but they need instruction at home in how to clean themselves.

Disciplinary Action

The Scoutmaster and/or Assistant Scoutmaster will determine the appropriate disciplinary action to be applied to each incident. Depending on the severity of the infraction, discipline may include, but will not be limited to, the following:

- 1) Time-out (separation of the Scout from the group for some time period)
- 2) Notification of parents to pick up the Scout from the meeting or activity
- 3) Suspension of Scout from participation in meetings or activities for a definite time period

- 4) Suspension of Scout from participation in meetings or activities until conference with parent(s) is conducted
- 5) Expulsion from Troop (only used in severe incidents such as any Scout's health or safety may be threatened, or repeated behavioral problems, etc.)

Note: Parents will not be notified for disciplinary action 1, time-out. This action will be used for most minor infractions. Parents, guardians, or other adults responsible for Scouts may request a meeting with the Troop Committee to review disciplinary action taken against the Scout.

Parental Responsibilities to the Scouting Program

The largest factor is support (we are not a baby-sitting service). Support of the Scout, of the Troop, of the leaders, both junior leaders and adults, and of the concept of Scouting is your main concern. Support your son. Ask him questions, show interest, and find out what is happening at meetings and outings. Insure that your Scout has all the uniforms and equipment that is necessary. When preparing for an outing, ask him to check off each item. Get familiar with the requirements of camping.

Support the Leaders. The Scouts elect junior leaders. Remind your son that these other Scouts deserve their respect and cooperation. Ask questions, show interest, give of your time and energy. Back the adult leaders in their efforts to maintain discipline within the Troop. Get your Scout to meetings on time, and pick him up at the proper time. If the Troop is on a trip, insure that the Troop has an emergency number where you can be reached.

If your son has a problem with another Scout or adult, DO NOT confront that person, but inform the Scoutmaster or an Assistant Scoutmaster of the situation. There might be other issues with that person and by being aware of all the problems, the leaders can more appropriately address the situation. Do not discuss a Scout's or a Leader's problem in front of other Scouts. When they hear things, they tend to get involved which usually makes things worse. If you are not satisfied with the response from the Scout leaders, please contact the Committee chairman about your concerns.

While you may stay to observe the meetings, you are encouraged to allow the scouts to manage their meeting and seek aid not from you, but other scouts. One of the purposes of scouting is to develop youth leadership and independence. This is harder to achieve if too many adults are involved in the regular Monday meetings. If you do choose to observe the meeting, please keep your interaction with your son to emergency situations ONLY.

If the adult leaders have a problem with a Scout, they will notify the parent. The parent must be ready to come and pick up their son as necessary. In the same light, if your son calls home when homesick, please do not agree to come and get him without discussing the matter with one of the adult leaders. Encourage your son, cheer him up, but please discourage him from dropping out of a program just because he is a little homesick.

Adult Participation

Adult leadership is a volunteer effort that requires some commitment to facilitate the Troop's activities. The Troop expects that all adults are available to assist in getting Scouts to and from activities and outings when needed, help assigned Scouts shop for food, and so forth. Without this assistance from everyone, the Troop would not be able to function as intended, and the Scouts would end up missing out on activities that benefit in their growth and development. When you join the Boy Scouts, please fill in the next page that requests your vehicle and insurance information, and submit the page to the Outdoor Activities Coordinator. This is used for tour planning purposes, as the Boy Scouting insurance program requires this information for your benefit.

ALL adults that wish to become involved at any level (besides simply sitting in at meetings), are required by the Boy Scouts of America to take the online Youth Protection training, and submit to the Troop proof of completion. When you have completed Youth Protection Training you can complete the application for registration. The Committee Chair has application forms. For additional information, go

to www.gec-bsa.org, select "Resources", then select "Forms Library" and see "New Youth Protection Policy". Here you will also find instructions for taking the online Youth Protection training.

If you are interested in playing a larger role and become an Adult Leader or Assistant Scoutmaster, please speak with the Scoutmaster or Chairperson, as they will provide you with the expectations and additional training information.

Adults are strongly encouraged to serve an active role in the troop. You may do this in one of two ways:

Committee Membership:

The committee is the management of the troop. All adults are encouraged to attend Committee Meetings. Committee members are also encouraged (and needed) to step up and take on an office such as Chair, Secretary, Treasurer, Advancement, Fundraising, Activity Coordinator, etc.

Program Leadership:

The program side of the troop is responsible for working directly with the scouts on planning meetings and activities. The Scoutmaster is the director of the Program and is aided by Assistant Scoutmasters.

If you decide that being a registered adult volunteer leader is not for you may stay to observe the meetings as a parent. One of the purposes of scouting is to develop youth leadership and independence. If you do choose to observe the meeting, please keep your interaction with your son to emergency situations ONLY.

Occasionally issues arise between scouts. These should be resolved first by the scout leadership (PL, SPL). Failing resolution by the scouts the scoutmaster or assistant scoutmaster will resolve the problem. There may be other issues with that person and by being aware of all the problems, the leaders can more appropriately address the situation. Do not discuss a Scout's or a Leader's problem in front of other Scouts. When they hear things, they tend to get involved which usually makes things worse. If you are not satisfied with the response from the Scout leaders, please contact the Committee Chairperson about your concerns.

Activities

Participation in scouting activities is a key part of scouting. Activities offer the opportunity to develop social, outdoor, and leadership skills.

Activities require planning by the adult leader. Activity guidelines:

- Turn in permission slips on time.
- Adults must indicate their interest in attending (encouraged)
- Drivers are selected by the trip leader. The number of vehicles is LIMITED. The reasons for this are:
 - Travel with extra vehicles involves extra risk
 - Parking is usually limited
 - Travel costs are reimbursed, fewer vehicles
 - The type of vehicle may be of importance (e.g.; pickup)
 - Limiting the number of vehicles limits the impact on the environment (both in a broad sense and locally at the destination site).
- Drivers vehicles must conform to the BSA requirements (See Adult Information Sheet)
- Gear (scout and adult) must be properly packed
- Be prepared to pick up the scout an hour before or an hour after the designated return time. Driving times may vary. We will call you if we are more than a ½ hour early or late. BSA rules require that two leaders be with the scouts at all times so promptness is important!

Activities require a “tour plan” which in some cases must be filed with the Council well in advance of the activity. District, Council, and National activities have additional requirements. You can help the leader by providing information in a timely manner.

Two Deep Leadership

BSA requires that a minimum of two adults be with the scouts on all activities. Both must have passed Youth Protection Training and the leader must be a registered adult. This is for the safety of your scout.

Adult Requirements for Attending Activities

The following are required for an adult to attend an activity:

- Complete Youth Protection Training and show proof of completion to the Committee Activity Coordinator.
- Indicate on the Permission Slip your desire to attend. (These are due in advance.)
- Trip leaders must be registered and meet BSA requirements (age and medical).

Additionally it is recommended that adults register with the troop and complete:

- Scout Fast Start Training (online)
- Specific training for Scoutmasters or Committee
- Specific activity training (e.g.; safety afloat)
- CPR

Training is available online and at the District level. Having trained adults makes activity planning much easier!

Online training is available at: <http://myscouting.org>

Adult/Scout Relations on Activities

Some guidelines for adult leading/attending activities:

- Adults camp separately. Scouts are expected to setup and maintain their own camp.
- Safety first! If an adult observes unsafe behavior, intervene.
- Adults should work with the scout leaders (senior patrol leader/patrol leader) observing a chain of command. This is a two way policy. Scouts should work with their leader, not directly with adults.
- If direct adult guidance is required it is best to come from the trip leader.

These guidelines are designed to build leadership skills and unit cohesion.

Families and Siblings

Scout activities are for scouts. Scouts and adults are distracted by the attendance of non-participant family members. The troop generally plans one family camping outing a year and encourages family participation at this activity.

Food

Scouts may be expected to bring a sack lunch, sack dinner, or money for a meal. This will be noted on the permission slip.

Scouts cook in patrols. Scout will plan meals together prior to an outing, developing a menu and shopping list. The patrol has a budget for food. An important part of the activity is learning how to plan meals including:

- Planning a nutritious menu
- How to develop a shopping list
- How to purchase food.

Adults are asked to help their scout shop for food. Food must be in a box or cooler for the activity.

Another note on clothing; all T-shirts are to be official Class B shirts representing our Troop. No other T-shirts are allowed unless specifically outlined on the activity description.

Equipment

Parents must guide their scout in proper gear preparation for activities. It is the scout's responsibility to bring the required gear. Do Not pack gear for the scout, rather aid them. Scouts must be able to pack their own gear.

Gear should ALWAYS be brought to the activity in a duffle or pack. Loose gear is hard to pack and may be lost.

Label everything with the scout's name.

Acquiring Gear

You do not need to run out and purchase a ton of gear. Consider that a scout is growing rapidly and some gear is quickly out grown. If you are not familiar with outdoor gear ask the scoutmaster of ASM for advice.

Some tips:

- Ask the troop if they have spare gear like mess kits, packs, uniforms.
- Ask parents of older scouts if they have spare gear.
- Shop thrift stores for used fleece garments
- Check out surplus stores.
- Look for boots on sale.
- Shop online for bargains

Besides needing to purchase the Scout's uniform, the following list of items are what your son will need most, if not ALL, for destinations and activities that our Troop participates in throughout the year.

Gear for Every Outing

Every outdoor outing requires some basic gear for the health and safety of the scout.

- Day Pack (so they can carry gear hands free)
- 1 qt Water Bottle (this means 1 qt or 32 oz. or more)
- Clothing and footwear appropriate for the conditions
- The "10 essentials".

The "10 Essentials"

The 10 essentials are really 10 categories of gear that a scout should carry when on an outdoor activity. These can be accomplished in many ways. For example a handkerchief can be used for sun protection, a washcloth, and a bandage.

10 Essentials	Examples
1. Navigation/Communication	Map and compass, notebook, pencil
2. Sun protection	Sunscreen, hat, sunglasses, layers, handkerchief
3. Insulation	Warm and wind clothing layers
4. Illumination	Headlamp or small flashlight
5. First-aid supplies	Personal first aid kit, handkerchief
6. Fire	Matches or lighter, flint, TP, notebook
7. Repair kit and tools	Knife, cord, duct tape, sewing kit, handkerchief
8. Nutrition	G bars (high calorie), etc
9. Hydration	Water bottle (water treatment)
10. Emergency shelter	Poncho, Lg trash bag, space blanket

Gear for "Car Camping"

Minimum gear for overnight camping (not backpacking) in addition to above. Gear must be packed in a duffle or backpack.

- Sleeping Bag
- Pad
- Mess Kit (plate, silverware, cup)
- Personal Hygiene Supplies

Troop Gear

The troop has the following equipment:

- Tents
- Patrol Boxes (group cooking gear)
- Stoves

10 Safety Rules Regarding Knives & Carving

- 1) Know your blood zone; demonstrate intrusion and solutions ¹
- 2) Always look someone in the eye when giving or taking a knife; demonstrate ¹
- 3) Close your knife carefully / pay attention; demonstrate
- 4) Always close your knife before getting up or while walking ²
- 5) Always carve away from your body; any part of your body ¹
- 6) A knife is NOT a toy; never show off ²
- 7) Never throw a knife ²
- 8) Put your knife away when there isn't enough light ¹
- 9) Always carve using a sharp knife; never dull
- 10) Never leave your knife unattended ²

Additionally:

- Always carry your Tottin' Chip card when you carry your knife, ax, and/or saw
- When asked for your card by an Adult Leader, you must immediately comply
- Stabilize your work while carving
- Use small strokes by using your free thumb against the back of the blade
- If injured, immediately let an ADULT know
- If a serious cut, apply pressure to cut and DO NOT let go until ADULT helps

Notes:

¹ With repeated rule violations, a corner of your card may be cut off at the discretion of a Leader

² Violation of this rule warrants immediate action; an Adult Leader will cut off a corner of your card along with observation, explanation, and review of rules

Backpacking

Gear will be covered at meetings prior to the activity. The list below will give you a general idea of what is required for a trip.

PACKING

backpack (3,500ci external or 4,000ci internal)
 (12) assorted size plastic zip-lock bags
 (50') 1/8" nylon rope
 sleeping bag (3 lbs or less, rated for 0-20 F)
 sleeping pad (NO open foam or egg crate pads)
 (2) pair high quality hiking socks
 (2) pair light liner socks
 hiking boots (broken in)
 Scouting pants & shorts (or combo)
 sweater/stocking hat
 (2) pair underwear
 (2) Class B T-shirts
 (1) Fleece/sweatshirt
 rain jacket
 rain pants
 long underwear (top & bottom)
 hiking shoes
 swim trunks
 wide brim hat
 Scout belt

IN YOUR POCKETS & ON YOU

sunscreen (BB)
 pocket knife
 matches (in waterproof container)
 bandana
 compass (liquid filled)
 whistle (for emergencies only)
 sunglasses
 money
 simplified first aid kit (BB)
 insect repellant (small & effective) (BB)
 water bottle
 chap stick/caramex (BB)

KEEPING CLEAN & HEALTHY

toilet paper (zip lock bag)
 small towel
 soap (preferably liquid) (BB)
 toothbrush (BB)
 toothpaste (BB)
 comb
 metal mirror
 foot powder (BB)

OTHER STUFF

small flashlight w/extra batteries
 additional 1 qt water bottle
 eating utensils (BB)
 cup & bowl/plate (BB)

OPTIONAL GEAR

bear bag & carabineer
 camera (with film if not digital)
 camel back or other water bladder
 notebook & pencil
 watch
 fishing gear (BB)

CREW GEAR (provided unless hiking, noted by aestricks)

tents
 stove & fuel**
 pots & cooking utensils**
 water containers**
 water purifiers
 flags
 program gear
 maps
 shade canopies**
 firewood**

(BB) These items MUST be hung in a bear bag overnight, along with any food

Highlighted items are a part of all essential items to be taken on all trips (besides clothing)

Permission Slips

With each activity planned by the Boy Scouts, be it a day-trip, overnigher, Camporee, summer camp, service project, etc., a permission slip is required to be filled out by the parent/guardian.

IT IS THE SCOUTS REQPONSIBILITY TO AQUIRE AND RETURN THE PERMISSION SLIP ON TIME. Scouts will not be allowed to attend an activity without a permission slip.

This permission slip will always have certain information listed. A brief description of the activity; time and date leaving and returning, and from where; cost per individual; what to wear & bring; and when the permission slip is due by. The bottom portion is to be completed by the parent.

It is important that the adult indicate their interest in attending or helping on the permission slip. This is used by the leader for planning the activity.

An example of a permission slip is shown below:

Troop 316 Activity

Activity:

Klondike Derby

Location:

King's Beach Lake Tahoe

Description:

A winter "camporee" with other troops. Lots of fun activities. The Klondike is held at a regional park with views of Lake Tahoe and the surrounding mountains. We will leave promptly and stop for dinner along the way home. Hot lunch will be provided.

	<u>Location</u>	<u>Date</u>	<u>Time</u>
Departure	Our Savior Lutheran Church	2/4/12	5:00 AM
Return	Our Savior Lutheran Church	2/4/12	9:00 PM
Cost:	\$26 (includes \$14 Klondike fee)	Adult Cost: \$26 (includes \$14 fee)	
Wear:	Class A and Warm clothing (layers)		
Bring:	Warm clothing suitable for snow camping (as discussed at the scout meeting). Wear boots. A pair of dry socks and sneakers for the ride home is recommended. Gear MUST be packed in a day pack. Bring sack breakfast, snacks, and a full water bottle. Bring money for dinner out on Saturday.		

Leader: Curtis**Permission slips and money due:** 1/23/12 (no exceptions!)

(Scouts/parents: Please retain this information for your trip planning.)

----- detach here -----

Scout Account Voucher

Please apply \$ _____ from the account of _____

For the activity: **Klondike Derby** on **2/4/12****Signed:** _____

Troop 316 Permission Slip

Activity:		Location:	
Klondike Derby		King's Beach Lake Tahoe	
	Location	Date	Time
Departure	Our Savior Lutheran Church	2/4/12	5:00 AM
Return	Our Savior Lutheran Church	2/4/12	9:00 PM

I _____ agree to be properly prepared for the activity listed
(print scout name)

above. I will bring the equipment below on this activity and review my equipment with my parent(s) before the activity.

Equipment:

Warm clothing suitable for snow camping (as discussed at the scout meeting). Wear boots. A pair of dry socks and sneakers for the ride home is recommended. Gear MUST be packed in a day pack. Bring sack breakfast, snacks, and a full water bottle. Bring money for dinner out on Saturday.

I will wear Class A and Warm clothing (layers) I agree to do my best to follow the Scout Motto and Scout Law.

Signed: _____
(Scout)

As the parent or legal guardian of the scout listed above I hereby give my permission for this child to participate in an activity with Troop 316.

I give permission to the leaders of the above unit to render First Aid, should the need arise. In the event of an emergency, I also give permission to the physician, selected by the adult leader in charge, to hospitalize, secure proper anesthesia, order injection, or secure other medical treatment, as needed. I further agree to hold the above named unit and its leaders blameless for any accidents that might occur during this outing except for clear acts of negligence or non-adherence to BSA policies and guidelines.

CALIFORNIA CIVIL CODE SECTION 25.8 - Consent to Furnishing of Hospital or Medical Care by Adult Other Than Parent. - Either parent if both parents having legal custody, or the parent or person having legal custody or the legal guardian, of a minor may authorize in writing any adult person into whose care the minor has been entrusted to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician and surgeon licensed under the provisions of the Medicine Practice Act or to consent to an x-ray examination, anesthetic, dental or surgical diagnosis or treatment and provisions of the Dental Practice Act. Leg.H.1965 ch. 1524.

In case of emergency, I can be reached by phone at _____ or _____

If I cannot be reached, please contact _____

Signed: _____ Date: _____
(Parent or Guardian)

- ☐ I'm available to drive.
☐ I'm available to ride.
☐ I'm available to help scouts shop for food.
☐ I want to attend as an adult participant. (Adult cost: \$26 (includes \$14 fee). Adults will plan and share actual cost of their meals. Adult payment can be deducted from the Scouts Account or paid separately.)

Page Two: This portion is completed by the scout and adult then returned on the due date with payment.

Activities Calendar

As mentioned previously, general Troop meetings are Monday evenings @ 7:00pm, with the 4th Monday being a PLC Meeting. Scout leaders are expected at these meetings, as the majority of planning occurs at this time.

Round Tables are meetings held by the District and are attended by Scoutmasters, Assistant Scoutmasters, Committee members & Leaders, volunteers, government representatives, parents, and even Scouts. These meetings are typically held on the 1st Thursday of every month in Chico, and discuss general Council activities, planning, training, and recognition. This is also an excellent resource for information on how you can better participate in the Scouting Program. If you are interested in attending one of these meetings, please contact the Committee Chairperson or Scoutmaster for more information.

Courts of Honor, as mentioned earlier, are usually held in place of a regular Troop meeting. Parents are requested to attend all Courts of Honor to fully support the Troop and encourage their sons. This event is where advancements, awards, year pins, merit badges, etc. are presented. It is a time of public recognition of the Scout's accomplishments. The Troop holds Courts of Honor at least twice per year, more often if the need arises. These dates are typically made known well in advance.

Fundraising is very important to the Troop, and allows us to experience the adventures that the Scouts have proposed for the new activity year. The boys, through various fundraising activities, raise additional funds. The Troop plans on 2-4 major fundraisers per year, and are designed so that once the budget for the Troop is satisfied, all additional funds raised by your son will be deposited into his individual Troop account to defray your Scouting costs.

Every February, the first Sunday of which, is known as "Scout Sunday". On this day, the Scouts and parents of the Troop are highly encouraged to participate and show respect & gratitude for the established chartered organization (Our Savior Lutheran Church, in our case), by attending their service.

Outings/Activities for the year are voted upon and planned by the boys well in advance, after review and guidance by the Scoutmaster and Committee members. These "outings" usually occur on the 3rd weekend of every month. Other special events organized by the Council or National, may not fall on this weekend, but are advertised well in advance.

Summer camp is the biggest event of the year for the Scouts. This is also voted upon by the boys anywhere from 1-3 years in advance! Check with the copy of the Troop Activities Calendar for dates.

Synopsis of Dates

Monday Scout meetings	1, 2, & 3rd Mondays of every month
PLC Meetings	4th Monday
Round Tables (District Meeting)	1st Thursday
General Outings/Overnighters	3rd weekend (typically)
Special Activities/Events like Expo, Camporee, etc.	see calendar
Courts of Honor	see calendar
Fundraisers	TBA (or as needed)
Scout Sunday	1st Sunday in February
Summer Camp	see calendar

Medical

Each Scout and Adult attending most Council or National approved/endorsed activities, along with Summer Camps, and ALL activities lasting longer than 72 hours, require a personal health and medical record on file with the Troop before the actual event.

A word of advice . . . too many individuals leave this requirement to the last week, and find it impossible to get an appointment with their personal physician. Do not procrastinate, get this done as soon in advance as possible, or at the very least, make the appointment now.

Go to www.gec-bsa.org, select “Resources”, and then select “Forms Library” to access the medical forms.

With most activities, if your Scout is on any medication, it is their responsibility (and yours as a parent), that they take their medication responsibly and as prescribed. In no way does the Troop or any of its affiliates or members take any responsibility for missed or lost medications.

In some instances, the event may restrict the possession of medications by the Scout, and must be checked in at the First Aid Station.

In ALL instances, the medical condition of the Scout, any considerations, and all prescriptions, must be documented in writing AND verbally explained to the adult leader in charge of the activity.

Finally, as you may have noted on the permission slip on the previous page, that by signing it, you give permission to the Leaders of our Troop to render First Aid, should the need arise. In the event of an emergency, you also give permission to the physician, selected by the adult leader in charge, to hospitalize, secure proper anesthesia, order injection, or secure other medical treatment, as needed. You further agree to hold the Troop and its Leaders blameless for any accidents that might occur during this outing except for clear acts of negligence or non-adherence to BSA policies and guidelines.

Scout Store Locations

BSA Golden Empire Council Office at 251 Commerce Circle, Sacramento 95815 (916) 929-1417
Ranchero District 1311 Mangrove Ave, Chico, CA 95926

Additional stores are located at:

Redding at 3302 Bechelli Ln 221-6230

Yuba City at 562 Clark Ave 822-9275

Websites

Information Central! Essentially, there are 1000's of websites when it comes to the Boy Scouts of America. The resources at your disposal are practically endless. However, to simplify your search, listed below are some of the most important and most used. Please, visit these sites to explore the information and help that they have to offer, not only for you, but also for your Scout. Allow your Scout to surf; most of these websites are for their benefit, too.

www.gec-bsa.org (Golden Empire Council – essential website; generalized information and guidance) once here, access “Resources” and select “Forms Library”, here you can find medical forms take time to explore this site, as it holds answers to many of your questions

www.caver.com/Troop316 (this site stores each activity's photographs, gear suggestions, adult leader resources, etc.). Managed by Mike Spiess.

www.meritbadge.com (listing and worksheets with requirements for all merit badges)

www.scouting.org (National Council – essential website; generalized information and guidance, training)

www.scoutstuff.org (generalized information, guidance and supplies)

www.boyscoutstore.com (supplies)

<http://usscouts.org/> (Merit Badge Requirements)

Financial

Scouts are expected to keep current with the troop and pay for activities. If scout has limited financial means the troop has regular fundraising activities in which the scout is expected to participate. If additional resources are needed by scout the family should speak with the Committee Chair for assistance.

Scout Dues

Each Scout pays dues each month starting with the first calendar month after joining the Troop. This goes into the Troop account and covers items such as troop equipment costs, troop re-chartering fees, "Welcome" packages for new Scouts, rank, position & merit badges, etc.

Scout dues are currently \$5.00 per month, paid quarterly (January, April, July, and October)

Re-chartering

The process of re-chartering is the annual collection of registration fees for the Scouts and Leaders. The Troop also makes a formal visit to the chartering organization to renew their commitment for the coming year. The process of re-chartering the Troop must be completed by the end of December of each calendar year.

Fundraising & Scout Accounts

As discussed briefly on the previous page, fundraisers are held throughout the year. Most of that money will go into each participating boy's account. Our bookkeeping system allows us to clearly define monies that are available to individual Scouts to be used for Scouting-related expenses and activities, as long as the Scout is active in the Troop meetings and activities. It can be used for monthly dues, summer camp or activity fees, or even purchases for Scouting equipment and clothing.

Please note: if a Scout leaves Troop 316, all debts will be settled first, then the following guidelines will be followed – 1) if transferring to another Troop within 3 months of notice or last attendance to a Monday Scout meeting, the money in his account will be transferred to that Troop, or 2) if the Scout has not joined another Troop within 3 months, then any remaining funds in his account reverts to Troop 316.

Funds raised during these activities are dividing between the scout's accounts the troop account. Money retained by the troop is used to pay for camping fees, troop gear, etc. Division of funds between scouts is based on effort and varies by activity. For example car wash fund would be divided by hours worked. For a sales activity (like popcorn) a scout's portion is based on his sales. For a fundraising dinner a scouts will be credited for tickets sold and for labor hours serving.

Outings & Activities

Individual activities and outings have fees associated with them, and may include items such as: food, fuel and camping & park entrance fees/permits. Occasionally, some more involved trips may have other costs associated, such as airfare transportation, ferries, shuttles, taxes, etc..

In general outing activities are charged as follows:

Scouts:

Food – a budgeted amount is determined by the number and type of meals

Fuel – Fuel costs are determined by the distance and number of vehicles. Drivers are reimbursed.

Special Fees – If the activity includes a per person fee, equipment rental, or registration fee.

Adults:

Food – Adults plan their own food and cook separately. Adults should plan on reimbursement to each other.

Fuel – Fuel costs are determined by the distance and number of vehicles. Drivers are reimbursed.

Special Fees – If the activity includes a per person fee, equipment rental, or registration fee.

Other Fees:

The troop pays for entrance fees and camping fees.

Refunds:

Paid fees will be refunded if a scout is unable to attend an activity if possible. Please note:

- No refunds are available for camp fees or registration fees.
- No refunds can be made for purchased food.

Communication

Most communication outside of meetings is done by email. Permission slips, activity calendars, and event updates are distributed by this method. It is the troops expectation that you check email regularly, particularly prior to meetings and activities.

The troop maintains a Google Group mailing list. This is a closed list of adults and scouts on the troop roster. Any member can send to the list (troop-316@googlegroups.com) if communications are needed with the entire troop.

If timely communications are required (e.g.; outing cancelled) the patrol leader will call his patrol.

If you do not have an email address then talk to the scoutmaster to insure that you receive troop information.

Troop Roster

A troop roster is maintained and distributed with phone numbers and email addresses.

Terms

A few terms that we use...

Term	Definition
ASM	Assistant Scout Master
ASPL	Assistant Senior Patrol Leader
Committee Meeting	An adult meeting of the managing committee
Council	The BSA division that oversees Districts. Ours is the Golden Empire Council. For a map see: http://maps.google.com/maps/ms?msid=205217890331132311792.0004a03362e25f980732c&msa=0
District	The BSA division that oversees Units
PL	Patrol Leader
PLC	Patrol Leaders Council
SPL	Senior Patrol Leader
Unit	The troop

Checklists

Meetings:

Bring to every meeting.

- ☐ Class A uniform
- ☐ Scout Handbook
- ☐ Pencil/Pen
- ☐ Notebook

Activities:

Always check the permission slip for specifics.

- ☐ Class A or B Uniform
- ☐ Gear as described on the Permission Slip
- ☐ Clothing and footwear appropriate to the activity.

Scout Leadership Positions Duties and Responsibilities¹

Senior Patrol Leader

GENERAL INFORMATION

Type: Elected by the members of the troop

Term: 6 months

Reports to: Scoutmaster

Description: The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.

Comments: The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

QUALIFICATIONS

Age: none

Rank: 1st Class or higher

Experience: Previous service as SPL, ASPL, PL, or APL

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 85% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Senior Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Runs all troop meetings, events, activities, and the annual program planning conference.

Runs the Patrol Leader's Council meeting.

Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.

Assigns duties and responsibilities to junior leaders.

Assists the Scoutmaster with Junior Leader Training.

¹ Adapted from Troop 42 - George Hutcheson

Patrol Leader

GENERAL INFORMATION

Type: Elected by members of the patrol

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.

Comments: The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that the Assistant Patrol Leader is ready to assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Appoints the Assistant Patrol Leader.

Represents the patrol on the Patrol Leader's Council

Plans and steers patrol meetings

Helps Scouts advance

Acts as the chief recruiter of new Scouts

Keeps patrol members informed

Knows what his patrol members and other leaders can do.

Junior Assistant Scoutmaster

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.

Comments: In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

QUALIFICATIONS

Age: At least 16 years old

Rank: Eagle

Experience: Previous leadership positions

Attendance: 75% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Functions as an Assistant Scoutmaster.

Performs duties as assigned by the Scoutmaster.

Den Chief

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster and Den Leader

Description: The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.

Comments: The Den Chief provides a knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

QUALIFICATIONS

Age: 14 or older

Rank: Star or higher

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

In terms of attendance with your den, you are expected to attend 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Knows the purposes of Cub Scouting

Helps Cub Scouts advance through Cub Scout ranks.

Encourages Cub Scouts to join a Boy Scout troop upon graduation.

Assists with activities in the den meetings.

Is a friend to the boys in the den.

Helps out at weekly den meetings and monthly pack meetings.

Meets with adult members of the den, pack, and troop as necessary.

Instructor

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: The Instructor teaches Scouting skills.

Comments: The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher

Experience: none

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Teaches basic Scouting skills in troop and patrols.

Troop Guide

GENERAL INFORMATION

Type: Appointed by the Scoutmaster

Term: 1 year

Reports to: Scoutmaster

Description: The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Comments: The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

QUALIFICATIONS

Age: 14 or older

Rank: 1st Class or higher

Experience: none

Attendance: 75% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 90% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Introduces new Scouts to troop operations.

Guides new Scouts through early Scouting activities

Shields new Scouts from harassment by older Scouts.

Helps new Scouts earn First Class in their first year.

Teaches basic Scout skills.

Coaches the patrol leader of the new Scout patrol on his duties.

Works with the patrol leader at Patrol Leaders' Council meetings.

Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.

Assists the Assistant Scoutmaster with training.

Counsels individual Scouts on scouting challenges.

Assistant Senior Patrol Leader

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Senior Patrol Leader

Description: The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

Comments: The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

QUALIFICATIONS

Age: none

Rank: 1st Class or higher

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Helps the Senior Patrol Leader lead meetings and activities.

Runs the troop in the absence of the Senior Patrol Leader.

Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplin Aide.

Serves as a member of the Patrol Leader's Council.

Assistant Patrol Leader

GENERAL INFORMATION

Type: Appointed by the Patrol Leader

Term: 6 months

Reports to: Patrol Leader

Description: The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.

Comments: Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Helps the Patrol Leader plan and steer patrol meetings and activities.

Helps the Patrol Leader keep patrol members informed.

Helps the patrol get ready for all troop activities.

Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.

Lends a hand controlling the patrol and building patrol spirit.

Chaplin Aide

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Chaplin Aide works with the Troop Chaplin to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program.

Comments: "Duty to God" is one of the core beliefs of Scouting. The Chaplin Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplin Aide does not always lead the observation himself and can have other troop members help.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Assists the Troop Chaplin with religious services at troop activities.

Tells Scouts about the religious emblem program for their faith.

Makes sure religious holidays are considered during troop program planning.

Helps plan for religious observance in troop activities.

Troop Historian

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Historian keeps a historical record or scrapbook of troop activities.

Comments: The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

QUALIFICATIONS

Age: none

Rank: none

Experience: none, but interest in photography is helpful

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.

Takes care of troop trophies, ribbons, and souvenirs of troop activities.

Keeps information about former members of the troop.

Troop Librarian

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Librarian takes care of troop literature.

Comments: The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous 6 months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Sets up and takes care of a troop library

Keeps records of books and pamphlets owned by the troop.

Adds new or replacement items as needed.

Keeps books and pamphlets available for borrowing.

Keeps a system for checking books and pamphlets in and out.

Follows up on late returns.

Issues vouchers for purchase of used merit badge books.

Troop Quartermaster

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

Comments: The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Keeps records on patrol and troop equipment

Makes sure equipment is in good working condition

Issues equipment and makes sure it is returned in good condition

Makes suggestions for new or replacement items

Works with the Troop Committee member responsible for equipment

Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.

Troop Scribe

GENERAL INFORMATION

Type: Appointed by the Senior Patrol Leader

Term: 6 months

Reports to: Assistant Senior Patrol Leader

Description: The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

Comments: To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

QUALIFICATIONS

Age: none

Rank: none

Experience: none

Attendance: 50% over the previous six months

PERFORMANCE REQUIREMENTS

Training: You must attend the troop Junior Leader Training even if you have attended in the past.

Attendance: You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

Effort: You are expected to give this job your best effort.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

Attendance: Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or Scoutmaster if you are not going to be at a meeting or if you suddenly have to miss an outing. You also need to make sure that someone will assume your responsibilities.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Attends and keeps a log of Patrol Leaders' Council meetings

Records individual Scout attendance and dues payments.

Records individual Scout advancement progress

Works with the Troop Committee members responsible for records and finance.

Leadership Position Application

Your Name: _____ Age: _____

Current Rank: _____

Current Position: _____ Previous Positions: _____

Attendance (6 months): _____ (get from Troop Scribe records)

List your first three choices

1st Choice	2nd Choice	3rd Choice

For your first choice, use this space to tell why you want this job, how you would do the job, and why you are the best choice for this position.

Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

(signature)

(date)

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

(signature)

(date)

Troop Committee Roles²

Chairperson

Duties:

- Organize the committee to see that all functions are delegated, coordinated, and completed
- Maintain a close relationship with the chartered organization representative and 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 troop representation at monthly roundtables
- Secure top-notch, trained, individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.
- RESPONSIBILITIES OF TROOP COMMITTEE MEMBERS

Secretary

Duties:

- 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 programs and family activities
- At each meeting, report the minutes of the previous meeting
- RESPONSIBILITIES OF TROOP COMMITTEE MEMBERS

Treasurer (Finance/Records)

Duties:

- Handle all troop funds, pay bills on recommendation of the Scoutmaster and authorization of the troop committee
- Maintain checking and savings accounts
- Train and supervise the troop scribe in recordkeeping
- Keep adequate records
- 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
- RESPONSIBILITIES OF TROOP COMMITTEE MEMBERS

² Adapted from PPT by Doug Fairbairn, ADC, South Plains Council

Outdoor/Activities Coordinator*Duties:*

- 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 meetings, 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 Coordinator*Duties:*

- 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 the troop librarian to build and maintain a library of merit badge pamphlets and other advancement literature
- Report to the troop committee at each meeting

Chaplain*Duties:*

- Provide a spiritual tone for troop meetings and activities
- Give guidance to the chaplain aide
- Promote regular participation of each member in the activities of the religious organization of his choice
- Visit homes of scouts in times of sickness or need
- Give spiritual counseling and service when needed or requested
- Encourage Boy Scouts to earn their appropriate religious emblems
- Report to the troop committee at each meeting
- RESPONSIBILITIES OF TROOP COMMITTEE MEMBERS

Training coordinator*Duties:*

- Ensure troop leaders and committee members have opportunities for training
- Maintain an inventory of up-to-date training materials, video tapes, and other training resources
- Work with the district team in scheduling Fast Start training for all new leaders
- Be responsible for BSA Youth Protection training within the troop
- Encourage periodic junior leader training within the troop at the council and national levels
- Report to the troop committee at each meeting
- RESPONSIBILITIES OF TROOP COMMITTEE MEMBERS

Equipment Coordinator*Duties:*

- Supervise and help the troop procure camping equipment
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment
- Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment
- Report to the troop committee monthly

Chartered Organization Representative*Duties:*

- Serves as head of the “Scouting Department” in the organization
- Secures a troop committee chair and encourages training
- Maintains a close liaison with the troop committee chair
- Helps recruit adult leaders
- Serves as a liaison between troop and organization
- Assists with troop rechartering
- Encourages service to organization
- Is an active and involved member of the district committee

Program Leadership Positions

The 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 importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the troop. The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is appointed by the head of the chartered organization.

The Scoutmaster's duties include:

General

- Leads the scouting program for the troop.
- Trains and guides boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Recruits and organizes Assistant Scoutmasters.

Meetings

- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

Guidance

- Conducts Scoutmaster conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
- Supervise troop elections for the Order of the Arrow.

Activities

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

Assistant Scoutmasters

To fulfill his obligation to the troop, the Scoutmaster, with the assistance of the troop committee, recruits assistant Scoutmasters to help operate the troop. Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity). An assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence. A troop should recruit as many assistant Scoutmasters as possible. It has been found that many successful troops have three or more.

Attachments:

Troop Roster

Current Activity Calendar

Registration Forms

Adult Information Sheet

	Adult #1	Adult #2
Name:		
Address:		
Home Phone:		
Cell Phone:		
Email Address:		
Vehicle Information (required for drivers)		
CDL#:		
Vehicle manufacturer:		
Vehicle model:		
Vehicle year:		
Total seatbelts:		
Liability coverage amounts:	\$ / \$	\$ / \$
Property damage amount:	\$	\$

Disciplinary Action Form

The Scoutmaster and/or Assistant Scoutmaster will determine the appropriate disciplinary action to be applied to each incident. Depending on the severity of the infraction, discipline may include, but will not be limited to, the following:

- 6) Time-out (separation of the Scout from the group for some time period)
- 7) Notification of parents to pick up the Scout from the meeting or activity
- 8) Suspension of Scout from participation in meetings or activities for a definite time period
- 9) Suspension of Scout from participation in meetings or activities until conference with parent(s) is conducted
- 10) Expulsion from Troop (only used in severe incidents such as any Scout's health or safety may be threatened, or repeated behavioral problems, etc.)

Note: Parents will not be notified for disciplinary action 1, time-out. This action will be used for most minor infractions. Parents, guardians, or other adults responsible for Scouts may request a meeting with the Troop Committee to review disciplinary action taken against the Scout.

I _____ have read the General Discipline Policy and agree to abide by it.
(Scout's name – please print)

_____ Date: _____
(Scout's signature)

I _____ have read the General Discipline Policy and agree to abide by it.
(Parent's name – please print)

_____ Date: _____
(Parent's signature)
Troop 316 general discipline policy 9/30/2007