

# **BSA Troop 1191**

**Parent's Guide**



**Jess Harben Elementary School  
600 South Glenville  
Richardson, Texas**

**<http://www.troop1191.com>**



## **Scout Oath**

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 my self physically strong,  
mentally awake, and morally straight.

## **Scout Law**

Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Brave  
Clean  
Reverent

## **Scout Motto**

Be Prepared

## **Scout Slogan**

Do a Good Turn Daily

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## Forward

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The primary purpose of the scout program is to have fun! It's important to remember that we want to create a program, which the boys will want to participate in. Along the way there are many great things they will learn by doing, observing and teaching other boys. We believe this process is the foundation of the scout program.

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This guide is intended as a general reference and has been compiled based on the information available at the time of writing. This most recent edition has been changed to eliminate the items, which change from year to year. Every effort will be made to get current information on a timely basis to parents for planning purposes. The best way to find out what is going on is to attend some of the regular troop meetings, committee meetings and campouts. With this guide you should receive a list of adult leaders and a calendar of upcoming events. At the time of this writing, the troop also has a web site, which has lots of information and an "electronic" scrapbook of troop activities. Also a basic resource is the *Boy Scout Handbook*. When your scout is not using it, I encourage you to pick it up and read about the program, oh and by the way, encourage him to read it also.

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The Boy Scout program is fueled by the labor of many volunteers. These volunteers are parents like you and they have varying backgrounds from extensive camping experience to none at all. Many hands make the job much easier for all. Please take some time to be involved. Every leader I know has enjoyed the time spent and it's a great way to get to know other parents dealing with the art of parenting.

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It is a common myth, that somehow scout adult leaders have extra time to devote to scouts. The truth is these leaders are often balancing church, family, work, children's sports and the like in addition to working with the scout program. They find time in their busy schedules because it's a great program and worth their support.

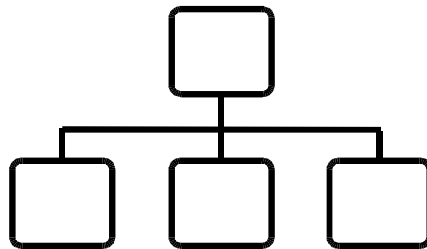
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# Troop Organization

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## Section 1

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### Adult Troop Leaders

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The Scoutmaster is the adult leader of the troop. The Senior Patrol leader as well as other scouts look to him for guidance. Assistant Scoutmasters (ASM) are adults who help the Scoutmaster. They also can stand in for the Scoutmaster when he is unavailable. Some Assistant Scoutmasters are also assigned to guide a younger scout patrol.

### Youth Troop Leaders

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The Senior Patrol Leader (SPL) is an experienced Life or Eagle Scout who was elected by all the scouts in the troop to help all the patrols succeed. He may conduct troop meetings. Junior Assistant Scoutmasters (JASM) and Instructors also help the SPL prepare and carry out troop activities.

### Patrol Leader's Council

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The activities of the troop are planned by the Patrol Leaders' Council (PLC), which is chaired by the Senior Patrol Leader (SPL). The PLC also includes the assistant senior patrol leader, scribe, quartermaster, patrol leaders, junior assistant scoutmaster, instructors, scoutmaster, assistant scoutmaster and others as needed.

The PLC meets each month to discuss upcoming meetings, outings and campouts for the whole troop. Each patrol's leader shares with the PLC ideas that come from the scouts in his patrol. Together, the members of the PLC consider the suggestions and needs of all of the Scouts in the troop, then finalizes the troop activities for the coming month.

## Section 2

### Troop Meetings

#### Meeting Place and Time

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Troop meetings are held on Monday nights at Jess Harben Elementary School. During the school year, we meet in the cafeteria. Our meeting schedule matches the school schedule. If school meets that Monday the scout meeting will be held. The troop will have occasional special meetings during the summer months. The times and places will be communicated in advance.



## Typical Meetings

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A typical meeting begins with a flag ceremony. This may be followed by patrol time. The next activity will be the program that was previously planned by the PLC. Following the program, the scouts will participate in a game (their favorite part!). The meeting then concludes with announcements, a Scoutmaster's Minute, and a closing.

Scouts are expected to be in proper Class A uniform (official BSA shirt) at each troop meeting during the school year. A scout shows his Scout Spirit through a neat appearance (e.g. shirt tucked in). The scout's current badge of rank, along with proper insignia is expected on his uniform.

## Court of Honor

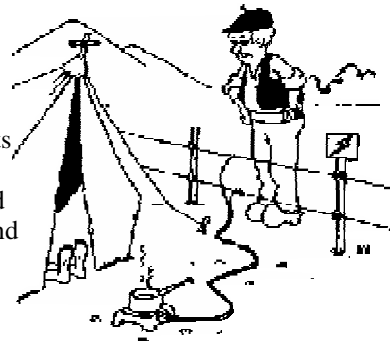
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A scout serves as the master of ceremonies at a special meeting, the Court of Honor. This meeting is where our scout's recent accomplishments are recognized. All scout parents are highly encouraged to attend.

Scouts that have advanced in rank are recognized. Their parent's are also recognized for the "behind the scenes" efforts. Merit badges completed since the last Court of Honor are presented. The troop typically holds three Courts of Honor a year. Normally these events are held in September, January, and May.

## Section 3 Camping

Camping is an integral, central part of the BSA program. It provides both fun and essential experiences for the development of the scout. Troop 1191 and its adult leaders are committed to providing its scouts with an active and varied camping program. As such, scheduled outdoor activities are carefully planned and executed with the utmost regard to both the intrinsic values of each trip and the safety of the participants. No trips will be attempted during dangerous weather or travel conditions. Conversely, planned trips are *unlikely* to be canceled due to the possibility of rain or cold. Rain or shine we go camping!



Camping is an activity that many parents are not acquainted with. "Why would you want to go camping?" is a question some parents often ask. "Because the boys love to go camping" is the simple answer. The old timers notice the hard ground, the boys take the hard ground, cold and occasional rain in stride. Some of the best trips have involved a little adverse weather. On one memorable trip we had snow-covered tents. The boys thought it was really cool!

Each summer, the PLC meets to plan the next school year's activities. Each scout has a voice in this planning process through his patrol leader. Various proposed themes are discussed and then ranked. Tentative assignment of a theme to each month is then made. The Scoutmaster then represents the wishes of the PLC to the Troop Committee, which can accept or reject each theme. The committee considers BSA regulations, safety and the appropriateness of the activity. If a theme is rejected, the PLC will meet again and accept an alternative proposed by the Troop Committee or propose an alternative. Once the monthly themes have been established, a Troop Calendar is prepared and distributed.

The Troop Committee may impose certain skill levels that may limit participation of some scouts in an activity during a campout. An example is canoeing in white-water rapids, for which the Troop Committee (for safety) requires each scout participating to have the Swimming Merit Badge. An alternative activity will be planned in such cases for the scouts that do not qualify for an activity.

## Personnel Equipment

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Each scout is responsible for his own sleeping bag, flashlight, cup, eating utensils and other personnel items. Each scout is expected to be able to "pack-in" his personnel gear at each campout. Most new scouts take things they don't need on campouts and often fail to bring important items such as a sleeping bag, jacket or a cup. Every campout will include a list of needed items as part of the permission slip. A first year scout is not expected to immediately purchase a frame pack or other expensive camping equipment. If frame pack would be useful (such as a

backpacking campout), a frame pack can be rented for a nominal fee. Inexpensive used backpacks can often be found used by asking your neighbors who have older children or checking out garage sales.

## Troop Equipment

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All troop camping gear and supplies are transported in the troop's trailer. The troop currently has sufficient tents to house every adult and boy who comes on a campout. Equipment such as lanterns, stoves, shovels and cooking equipment is also carried in the trailer.

## Transportation

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The troop encourages all interested parents to participate in each and every camping event that they can. One of the many ways that parents can help is to provide transportation to and from camping activities. The troop has established a policy that each boy that does not have a parent participating in a campout pays a small transportation fee. This money is used to compensate the adult that pulls the troop trailer for extra wear-and-tear on his vehicle. The remaining money is used to purchase odds-and-ends for the troop and to keep the troop's equipment in good condition.

## Section 3A Summer Camp

Summer Camp is held for one week every year at Camp Constantine on the shores of Possum Kingdom Lake usually during June and early July. We will hold a parent's planning meeting in May or to discuss details. Just prior to summer camp a parents meeting will be held to answer any last minute questions for parents. Please see the calendar for the exact dates.



## First Year Campers

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First year scouts (newly joining Webelos) will enroll in the Trail to First Class program. Through instruction in basic scouting skills, this program is designed to begin our new scouts on their advancement trail toward First Class. The remaining requirements for Tenderfoot, Second Class, and First Class will be completed through normal troop activities during the year. One of the many activities they will participate in is an overnighiter hike to Johnson Peak. It is recommended that each first year scout have the following equipment for the overnighiter:

Day Pack, Sleeping Bag, Water bottle, Poncho, Flashlight, Pocketknife, sturdy walking shoes.

## Returning Campers

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Older scouts will enroll in merit badge classes and aquatics activities. Most scouts will select either four or five program periods. Some merit badges can be completed solely at summer camp. Others will be difficult to complete at camp, due to the amount of time needed. The Scoutmaster is the final authority concerning successful completion. It is each scout's responsibility to prepare himself by STUDYING the requirements for each merit badge he signs up for, before camp. Contact our troop librarian to check out the appropriate merit badge pamphlets.

Each returning camper is expected to sign up for at least one of the Eagle required merit badges offered. First Aid and Swimming should be completed first. Second year campers could also consider Emergency Preparedness. The remaining Eagle merit badges offered are Camping, Environmental Science, and Lifesaving.

Camp Constantin offers one of the best BSA aquatics programs in the nation. Many of our scouts have enjoyed the sailing program. Since the canoeing and/or rowing merit badges are required prerequisites, we encourage our returning campers who do not have those two merit badges to sign up for them.

## Visitor's Night

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Visitor's Night is on Friday just before departure on Saturday. All families and friends are invited to visit the campsite and remain for the campfire program and OA tap-out. If you desire to have dinner with your scout, there will be a small fee per plate payable that evening. Please provide the summer camp coordinator with the number of guest meals for your scout several days before the event. Camp rules will not allow anyone to spend the night in camp, unless registered as a scouter. Please do not plan on taking your scout home on Friday night. They need 6 consecutive nights camping to be eligible for Order of the Arrow. Also it's not fair to the rest of the troop members who have to break camp on Saturday morning, clean the camp site and pack up all of the gear.

## Personnel Equipment

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Each scout is responsible for his own personal equipment. To make his experience more convenient and comfortable, each scout should consider bringing the following: cot, sleeping bag, poncho, Class "A" uniform (shirt, scarf, and slide) to be worn daily to the evening meal, troop "Class B" t-shirt(s), cap, Boy Scout Handbook, soap in container, shampoo, sunscreen, flashlight with spare batteries, and a water bottle. Personal items such as radios, stereos, T.V.'s, tape players, game boys, etc. ARE NOT ALLOWED at camp. Pocket knives with blades of less than three inches are allowed, provided the scout has a valid TOTIN CHIP. (FIXED BLADE KNIVES ARE STRICTLY PROHIBITED.) First year campers will earn their TOTIN CHIP at the beginning of camp.

## Miscellaneous

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A Trading Post will be available at camp. Scoutcraft supplies as well as snacks will be available. Experience has shown that a scout will want \$20.00 – \$25.00 spending money for these incidentals. An adult leader in camp will serve as our summer camp "banker." To participate, please provide an envelope containing your scout's spending money with his name on it when we depart for camp.

Mail may be sent to campers at the address below. Remember that the mail is slow, so sending mail during the week prior is a good idea if your son is to get mail while in camp. We look forward to having your son in camp with us this year. Also, consider attending yourself one or more days at camp as an assistant. Your help is needed and always welcome. If you have any questions or concerns, please contact the Scoutmaster. There is a little paperwork involved and adults spending more than one night require a completed medical physical.

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### MAILING ADDRESS FOR CAMPERS:

Camp Constantin  
Your Scouts Name  
Troop 1191 (*very important*)  
3003 Park Road 36  
Graford, TX 76449

Phone number 940-779-2131 (Caution, this number may change, call Circle Ten Council for updated number)

## Section 4 Advancement

### Four Steps of Advancement

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#### Step 1 – The boy learns.

He learns Scouting skills by taking an active hands-on part in troop and patrol meetings and outdoor programs. This is a natural outcome of his regular Scouting activities – his "on-the-job" training.

#### Step 2 – He is tested.

When his leaders see that he has mastered a given skill and thus satisfied a given requirement, they tell him so and record his achievement.

#### Step 3 – He is reviewed.

When a Scout has completed all requirements for a rank, he appears before a "Board of Review" composed of members of the Troop Committee. Their purpose is not to retest him, but to make sure he has met all requirements, to chat with him about how he feels he's getting along in the troop and its program, and of course to encourage him to keep advancing.

#### Step 4 – He is recognized.

When the board of review certifies the Scout, he is recognized at the troop's next Court of Honor.

### Tracking Progress

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Each scout must have his own Boy Scout Handbook. Inside is kept the scout's record of his progress towards advancement for each rank, including merit badges earned towards Star, Life, and Eagle ranks. For our younger scouts, the Assistant Scoutmaster assigned to his patrol will monitor his progress. It is VERY important for the scout to ensure his accomplishments are properly recorded in his handbook.

To complete each rank, the scout must master certain Scout skills. The scout must also be active in his patrol and troop, for that is where he can learn and teach those skills. By his actions he must show that he is trying to live up to the ideals of the Scout Oath and Law. Following completion of all requirements except the scout spirit, Scoutmaster Conference, and Board of Review, the scout will request the Scoutmaster or his designated Assistant to schedule a Scoutmaster Conference.

### The Scoutmaster Conference

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Each step in rank requires the scout must schedule and participate in a Scoutmaster Conference. This is a time in which the Scoutmaster and the scout get to know each other better. The scout's current and future roles in the troop are discussed. This allows the Scoutmaster to gain a clearer understanding of how the scout can contribute more to his patrol and the troop.

At this time, the scout will also demonstrate his Scout spirit. The scout presents himself in complete Class "A" Uniform (BSA Shirt with correct insignia, troop neckerchief and slide) and handbook. Each scout, as he advances through the ranks of scouting, is expected to have mastered more and more basic Scout Skills. The scout handbook explains what the skills are required for each rank.

### The Board of Review

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The scout schedules a Board of Review following completion of his Scoutmaster Conference. The Board consists of members of the Troop Committee. In addition to ensuring that the scout has really completed the requirements for a

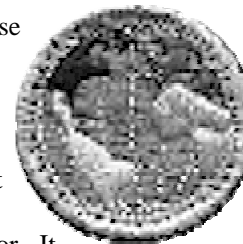


rank, the Board discusses ways that the scout can get more out of scouting. The function of the board is "program quality control." It's not intended as a re-test of scout skills. This is a great opportunity to talk with the boys and find out what they think about the program. The answers are sometimes quite surprising!

## Merit Badges

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Merit badges are part of scouting for two reasons. First, they encourage the scout to increase his skill in things he likes to do. Second, they challenge him to try out new activities that may result in fresh interests or hobbies.



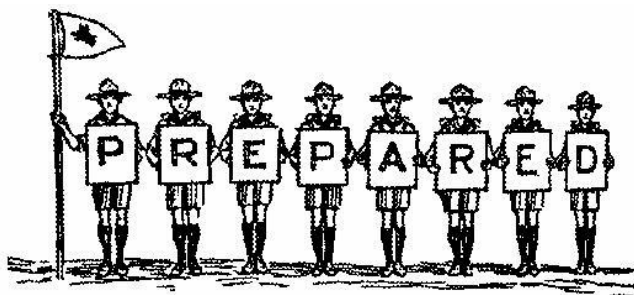
These are the steps a scout will do to earn a merit badge through the troop:

- Select a merit badge he would like to pursue. The Troop Library may have a merit badge pamphlet he can borrow.
- He must get a "blue card" and list of counselors from the Advancement Coordinator. It is very important that the Advancement Coordinator approve the counselor prior to beginning work on a merit badge.
- The scout next contacts a counselor. With one or more other scouts he meets with the counselor to discuss what is required to complete the merit badge. Two or more adult leaders will be present at all times.
- The counselor will monitor the scout's progress toward completion. As each requirement is completed, the counselor updates the "blue card".
- When all requirements for the merit badge are completed, the scout turns the "blue card" in to the Advancement Coordinator who will arrange for the badge to be awarded at the next Court of Honor.

In addition to merit badges that are earned through the troop and at summer camp, scouts can earn merit badges through several district-level and council sponsored programs. During the school year, our North Trail District will offer clinics focused on a specific merit badge. Information about these programs will be made available to the scouts during regular meetings. If you have questions please ask one of the scout leaders.

## Section 5 Code of Conduct

The Code of Conduct is separated into three distinct parts: Expectations, which deals with the responsibilities and duties of scouts and leaders, Infractions, a categorized list of the grievances a person might commit, and Consequences, a corresponding list of the actions that should be taken.



### Expectations:

A member of the troop, whether scout or leader is expected to conform to certain guidelines. As a scout grows older and acquires higher ranks, these guidelines become more defined and the punishments for breaking these guidelines increases. All scouts must adhere to the basic principles of the scout law. The twelve points of the law serve as the foundation for scouting, and failure to comprehend and follow these points reveals a definite lack of scout spirit and quality of character. The points are defined as follows:

- **Trustworthy:** A scout or leader must always tell the truth, no matter what the circumstances. They must keep their promises and support their beliefs. They must be honest and volunteer truth even if it may be painful to themselves or another individual. They must be dependable.
- **Loyal:** A scout or leader must be faithful to their family and friends. They must be supportive of the troop, their patrol, their fellow scouts and adults, and their country. They must be supportive of their community and their nation.
- **Helpful:** A scout or leader must be concerned with the welfare of others. They must volunteer time and service to aid those in need. They must be useful and not avoid work.
- **Friendly:** A scout or leader must be open towards new individuals. They must be nice and benevolent even towards those who they do not like. A scout must never express anger in an irrational manner.
- **Courteous:** A scout or leader must also use proper etiquette in dealing with other persons. They must always remember to use proper mannerisms and correct dialogue when interacting with others. A scout or leader must not be rude or impolite.

- **Kind:** A scout or leader must be compassionate towards the feelings and emotions of others. They must be understanding and never cruel or violent. They must also go out of their way to be nice to others.
- **Obedient:** A scout or leader must respond promptly to the commands of their peers and leaders. They must do a job quickly, efficiently, but with quality and care. They must abide by the rules and guidelines set down by a leader, and not openly complain. They must not discredit or degrade their leader.
- **Cheerful:** A scout or leader must maintain a positive attitude at all times. They must utilize this happiness in helping others to redeem their self-esteem.
- **Thrifty:** A scout or leader must be wise in their usage of any resource. When spending or collecting money, they should be aware of their financial situation and spend or save accordingly.
- **Brave:** A scout or leader must be strong in the face of danger or trouble. They must be ready to face any challenge, no matter how difficult, with courage and strength. They must be capable of attempting any task, no matter how difficult.
- **Clean:** A scout or leader must be clean in body, mind, and spirit. They must maintain good personal hygiene and always use appropriate language. They should not speak derisively of others. They should always have clean thoughts.
- **Reverent:** A scout or leader must always have respect towards God, and towards the rights of others to pay homage to God. A scout must show respect in the presence of religious ceremonies, and events which are important to their faith and the faith of others.

Each scout and leader is expected to adhere to these twelve points of the scout law. As a scout gains rank, they are given additional responsibilities that a person of their maturity should have little trouble executing.

- **Scout:** A scout of the rank of Scout is officially a member of the troop. He is expected to attend all meetings and campouts possible and wear his uniform proudly at the appropriate times. They are expected to know and uphold the scout law, motto, slogan, and promise.
- **Tenderfoot:** A Tenderfoot scout has been with the troop for a reasonable amount of time. He has had a chance to make friends and become accustomed to the environment. He is therefore expected to have a greater understanding of scouting and scouting skills, as well as have long-term goals in mind.
- **Second Class:** A Second Class scout is expected to lead his patrol by example. He should be a sign to the younger scouts of what a maturing, more experienced scout is like.
- **First Class:** Independence should be the sign of the First Class scout. This individual is self-motivated, hardworking, and excited about his career in scouting. He has the maturity to help teach the younger scouts, and guide them along the proper path.
- **Star:** By the time a scout reaches the rank of Star, he should be supportive of the troop as a whole by acting as a role model for all younger scouts. He should be capable of advanced leadership positions, active in his community and any other scout related activities. He should be attending Patrol Leader Council meetings to help plan the future of his troop. A Star scout should also act with the maturity of his rank at all times, whether in a meeting, at school, with friends, or at home.
- **Life:** A Life scout should be comparable to an adult leader in every way. They should have great maturity and performance levels, exhibiting quality in their work. He should have defined goals, as well as a comprehensive knowledge of scouting and scout skills.
- **Eagle:** An Eagle scout should be a young man prepared for life. No longer is he a fledgling member of the troop, but instead an individual prepared by scouting to meet the real world. His training will help guide him to happiness and success.

Each of the leadership positions must assume a new definition to better describe the duties and expectations of that position. If any scout is unable to perform part of his duty, he must find someone to handle his work for him during the absence.

- **Scribe:** The scribe must take attendance at every meeting, campout and activity, keep a calendar of events, and follow up on individuals who miss the meeting by contacting them for excuse of their absence.
- **Historian:** The historian needs to keep a written record of the events which happen at any meeting or activity, and take a large array of photographs at extended activities.
- **Chaplain Aide:** In addition to leading the troop at prayer moments, the Chaplain Aide must act as a spiritual leader and guide to all scouts at all times. He should spend extra time with scouts who have difficulty with reverence, guiding them to success.
- **Librarian:** The Troop librarian must keep a written record of all the books, who has checked them out, assess fines and purchase new books on a monthly basis. He is also financially responsible for lost books.
- **Bugler:** The bugler is expected to call the troop to attention at the posting of the United States flag before every meeting and sound revelry at every campout.

- **Spirit Master:** The Spirit Master must organize all games and activities by coordinating with the SPL. He should also work with the chaplain to provide guidance to troubled scouts. The Spirit Master must also run all campfire.

### **Infractions:**

The different offenses which an individual can commit are classified into three categories. Class III covers problems which are light and transient, and need immediate action to handle. Class II offenses are more serious, and therefore require more complex disciplinary action. Class I offenses are by far the most serious, and will result in a conference with the persons involved.

#### Class III

- Verbal abuse towards another scout or leader
- Foul language, whether directed or accidental
- Disorderly conduct
- Lack of respect for others
- Totin Chip Violations
- Fireman Chip Violations
- Failure to show scout spirit
- Violation of any of the twelve points of the scout law

#### Class II

- Vandalism of troop or scout property
- Willful destruction or defacing of the environment
- Possession of illegal items, such as knives, guns, or fireworks
- Gambling
- Repeated Class III offenses

#### Class I

- Any threat of physical harm or actual harm to another human being
- Any offense punishable by law, including theft, arson or any illegal act.
- Hazing
- Repeated Class II offenses

### **Consequences:**

Consequences are divided into three categories to match the offenses. This list is in no way intended to list all possible consequences, but rather to serve as a model for other punishments.

#### Class III

##### Meetings

- The scout in question will be assigned the arduous task of writing a sentence as many times as their patrol leader feels necessary.
- The scout is taken to "time out," where he is asked to sit with the leaders for a period of time.
- The scout is removed from any activities he is involved in at the time.

##### Campouts

- The scout is assigned the duty of police call for the rest of his patrol.
- The scout is assigned to handle cleanup for the adult patrol.
- The scout is removed from troop activities
- The scout is assigned firewood duty.
- If any of these tasks are refused or not completed sufficiently, this act is treated as a Class II offense

#### Class II

##### Meetings

- The scout is assigned to write a note to be sent home to his parents explaining his offense and how he feels about the act.
- The scout is assigned to write a letter of apology to the troop which will be read aloud by his patrol leader.

#### Campouts

- The scout is assigned to police the entire campsite for garbage.
- The scout is assigned to do the dishes of multiple patrols or the entire troop.

#### Class I

- The scout's parents are contacted immediately
- The scout is sent home immediately
- The scout is invited to leave the troop.

## Section 6

### High Adventure

#### Troop High Adventure Activities

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For older scouts that desire some more challenging activities than is appropriate for our younger scouts, the troop from time to time will offer additional outings. Some examples of past high adventure weekends are extended backpacking and canoeing on more challenging rapids. This is a supplement to the regular troop program that can be offered if enough adults can also participate.



#### National High Adventure Opportunities

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Older scouts may wish to go to a BSA long-term high adventure camp. Many of our scouts 14 and older have enjoyed being part of a trek through Philmont Scout Ranch in New Mexico. Other scouts 13 and older may wish to go as a member of a crew to Sea Base in the Florida Keys. There they can spend time sailing or snorkeling and exploring on an itinerary they set for themselves. At least two BSA registered adults must accompany every contingent to a BSA high adventure camp.

#### National Scout Jamboree

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Every four years, the scouts 13 and older will have the opportunity to go to a National Scout Jamboree. The Circle Ten council will form several jamboree "troops". These "troops" in past years have toured the East Coast in addition to attending the jamboree. Watch the "The Circler" and "Boy's Life" for information about these activities.

## Section 7

### Order of the Arrow

#### What is OA?

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The Order of the Arrow is an arm of the Boy Scouts of America which was formed to recognize honor campers and to provide a resource to assist the troop with their scouting program.



#### Purpose

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To recognize those campers – Scouts and Scouters – who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves in such a manner as to warrant recognition.

To develop and maintain camping tradition and spirit.

To promote Scout camping, which relates its greatest effectiveness as a part of the troop's camping program, and to help strengthen the district and council camping program both year round and summer camp, as directed by the camping committee of the council.

To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

#### Scout Membership

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To become a member of the Order of the Arrow, a scout is chosen by vote of the young men in his troop. This is a unique feature of the Order since the majority of those who select their candidates for this honor are not members of the lodge.

To be eligible for election into the Order, a scout must:

- Be a registered member of the Boy Scouts of America under 21 years of age.
- Hold at least the rank of First Class Scout.
- Have experienced at least 15 days and nights of camping with the troop, including 6 consecutive days and nights of resident camping (such as a FULL week at summer camp or a Philmont trek) within 2 years immediately prior to election to candidate status.
- Be approved by the Scoutmaster as exemplifying the Scout Oath and Law.

## Adult Membership

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Each year, upon holding a troop election for scout candidates, one adult may be recommended to the lodge adult selection committee. As the Order of the Arrow is a youth organization, adults are considered to be honorary members of the Lodge. Scouters are nominated to and then are approved or disapproved by the lodge.

For a scouter to be considered for honorary membership, the following conditions must be met:

- Selection of the adult is based upon ability to perform the necessary functions to help the Order fulfil its purpose, and not for recognition of service, including current or prior achievement and position.
- The camping requirements set forth for scouts are fulfilled.
- The adult leader's membership will provide a positive role model for the growth and development of the scouts in the lodge.
- At least one scout was elected.

## Section 8 Troop Committee

### Now What Can I Do to Help?

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Active adult involvement is critical to the successful operation of the troop. This involvement is represented by the troop's requirement that every boy's application for membership into the troop be accompanied by one or more parent/guardian applications. In other words, when your son joins the troop, you join the troop. Adult involvement is realized through the Troop Committee, which provides a variety of support services to the troop.



The troop committee performs the following functions:

- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Carries out the policies and regulations of the Boy Scouts of America.
- Supports the Scoutmaster in administering the troop program.
- Is responsible for finances, disbursements, and providing adequate funds for the troop program.
- Obtains, maintains, and properly cares for troop property.
- Provides an adequate camping program (minimum one camping trip each month of school year and an annual summer camp outing).
- Ensures quality adult leadership is recruited and trained.
- Conducts regular monthly meetings to discuss administration of the troop program.

### Committee Chairman

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- Organize the committee to see that all functions are delegated coordinated, and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- See that the Scoutmaster, Assistant Scoutmasters and committee members have training opportunities.
- Works closely with the Scoutmaster in preparing 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.
- Arrange for charter review and re-charter annually.

## Secretary

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- Attends monthly troop committee meetings on a regular basis.
- Records minutes of troop committee minutes.
- Reads minutes from previous meeting for approval by troop committee.
- Maintains file of troop resource surveys. Updates surveys as needed.

## Treasurer

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- Handles troop funds. Maintains troop checking account. Pays bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Keeps financial records including income from fund raising activities, scout account balances and transactions, reimbursements, and registration fees.
- Attends troop committee meetings on a regular basis. Be prepared to provide a financial report to the committee.
- Lead in the preparation of an annual troop budget in August.

## Quartermaster

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- Attends campouts on a regular basis (assistant attends when quartermaster can not attend).
- Attends monthly troop committee meetings on a regular basis (assistant attends when quartermaster can not attend). Be prepared to give the committee a report on the status of the trailer and troop equipment/supplies.
- Maintains a written inventory of troop equipment, including items in the trailer and those stored in other storage areas.
- Determines items to be replenished. Submits list to troop committee for approval. Purchase and restock items with money from treasurer or make purchase with own money and submit receipt to treasurer for reimbursement. Typical restock items include; paper goods (towels, plates, cups, toilet paper), propane, lantern parts (mantels, globes), charcoal, trash bags, and first aid supplies.
- Make frequent inspection of troop equipment to determine serviceability (including tents, stakes, ropes, water containers, first aid kits, lanterns, and stoves). Arrange for necessary repair or replacement of equipment.
- Ensure trailer is inspected before each camping trip. Include tire pressure, lights, and wheel lubrication, if necessary. Make sure license plate is up-to-date. Work with transportation coordinator to ensure a vehicle is committed for pulling the trailer on troop outings. Ensure that pulling vehicle has proper hitch, lighting harness and is capable to pull the trailer. Ensure trailer equipment is packed so weight is distributed correctly.
- Provide assistance to scout Quartermasters as needed. Monitor contents of patrol boxes and cook kits. Have frequent discussions with scout Quartermasters and Patrol Leaders concerning proper care. Determine which restock items the troop needs to furnish including; pots, pans, cooking utensils, paper goods and items the patrols need to furnish; cooking oil, soap, aluminum foil, salt, paper, etc. Work closely with summer camp coordinators to ensure adequate supplies are available. Work with troop camping coordinator to determine special needs for special outings – e.g. canoe trips. Assist with high adventure outings requiring unique equipment.
- Inspect trailer periodically during summer months.
- Negotiate annual parking fee with storage facility.

## Camping Coordinator

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- Attends campouts on a regular basis (assistant attends when camping coordinator can not attend).
- Attends monthly troop committee meetings on a regular basis (assistant attends when camping coordinator can not attend).
- Makes arrangement for camping trips including calling or writing for reservation of camp-sites, canoes, horses and other items. Pay deposits if required (arrange for payment through treasurer or submit receipt for reimbursement).
- Obtains tour permits as required at least two weeks in advance of trip. A local permit is required for all trips less than 500 miles. Use of out-of-council camp may require a permit with that council. A National Tour Permit is required for trips of more than 500 miles and must be obtained at least one month before departure.
- Obtains commitments from volunteers who will provide meals for adults at campouts. Determine amount of meal money to be paid by each adult. Arrange for reimbursement for individuals who purchase groceries.

## **Transportation Coordinator**

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- Attends monthly troop committee meetings on a regular basis. Be prepared to give the committee a report on status of plans for upcoming camping trips.
- Obtains commitments from adult drivers from transporting scouts, adults and equipment to camping sites and the return home. Arrange for a vehicle to pull the trailer. Arrange for troop water containers to be filled before departure to campsite (driver pulling trailer usually handles this chore).
- Maintain file of auto insurance forms for each registered adult.
- For all campouts/outings, collect permission slip from each scout. For out-of town campouts/outings, collect transportation fee from scouts whose parents don't drive.
- Work together with camping coordinator to determine best route for troop to follow. Arrange for a map for each driver. Assemble drivers at departure location and go over route. Ensures that each scout/adult has BSA approved transportation.
- During drive home, arrange for all parents to be advised of troop's time of arrival.

## **Advancement Coordinator**

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- Encourage scouts to advance in rank.
- Arrange monthly troop boards of review.
- Develop and maintain a merit badge counselor list. Incorporate new adults into this list (adult resource survey forms are a good aid).
- Arrange for badges, certificates, ribbons, and other awards to be purchased and available for Court of Honor.
- Maintain scout advancement records.
- Work with the scout librarian to build and maintain a troop library of merit badge pamphlets.

## **Summer Camp Coordinator**

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- Arrange for deposit to be paid by deadline. VERY IMPORTANT!
- Attend Council Pre-Camp Program Planning Dinner Meeting. Report updates to Scoutmaster.
- Work with quartermaster, health and safety representative, camping and transportation coordinators to ensure availability of equipment/supplies, current forms, maps, and transportation to and from camp.
- Arrange for parent reservations for Friday night visitation.
- Attend troop committee meetings and provide status report on summer camp plans.

## **Membership/Pack Liaison**

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- Establish contacts with area Cub Scout Packs (Cubmaster, Pack Committee Chairman, Webelos, Den Leaders, etc.).
- Attend Pack Committee meetings early in the school year to introduce self and our troop. Provide troop schedule of activities including critical dates for spring camping trips. Invite Webelos Dens to a troop meeting and a campout in the spring.
- Periodically call pack representative to maintain contact and troop visibility. Coordinate Webelos Den visit to our troop functions with Scoutmaster. Be present at functions to welcome boys and parents. Give troop overview to parents.
- Coordinate Arrow of Light and graduation ceremonies. Volunteer our OA scout ceremonial team for Arrow of Light ceremony. Volunteer troop representatives to be present for Webelos graduation ceremony.
- Work, with Scoutmaster to provide Den Chiefs and volunteers for Pack events such as Pinewood Derbies and Cubmobile Races.
- Provide forms for transition from Pack to Troop.

## **Patrol Advisor**

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- Assist the scout Troop Guides assigned to patrol to be an effective mentor for the members of the patrol.
- Attend troop meetings on a regular basis. Stay with patrol during troop meeting.

- Be available at troop meetings to advise scouts on rank advancement, leadership, campout preparation (e.g. how to buy Groceries and prepare meals), how to work on a merit badge (assist with finding a merit badge counselor), sign off on rank advancement, answer routine questions that scouts normally take to the Scoutmaster (i.e. help take some of the load off the Scoutmaster).
- Attend campouts on a regular basis. Maintain contact with your patrol on campout and be ready to assist with rank advancement. Involve Troop Guides in teaching of scout skills. Take an active role in your assigned patrols activities with as little supervision as possible ---remember you are not the patrol leader, but its advisor. The patrol should run itself with you in the background to be called on when necessary.

## **Eagle Scout Coordinator**

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For each of the Troop's Life Scouts:

- Assist the scout in selection of an Eagle Service Project idea. In support of this, maintain a resource library of prior completed Eagle Projects. Help the scout understand through what types of service to others he can show leadership skills worthy of an Eagle Service Project.
- Provide support to the scout in securing approval for his selected project from the benefiting organization, the Scoutmaster and Circle Ten Council.
- Be available as a guide for the scout through the planning of his Eagle Project. From time to time, a "gentle" push may be required to encourage a scout to continue forward on his path to Eagle.
- Critique the write-up of the scout's Eagle Project. Ensure that the Eagle candidate's project write-up not only details each step of the project from inception through completion approval by the benefiting organization, but also demonstrates the leadership skills used by the candidate. Also, a section discussing lesson's learned should be included where the candidate describes what he would do differently if he were to again attempt a similar project.
- Coordinate with a representative of Circle Ten Council to set an Eagle Board of Review date and location. Secure Committee Members to also serve on the candidate's Eagle Board of Review.

## **Fund Raising**

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- Investigate possible troop fund raising opportunities. Report to troop committee early in the school year on potential for revenue, scope of projects, troop investment required, commissions, profits, time involved. etc.
- Coordinate the major fund raising activities each year to raise money for troop needs.
- Supervise sales activities. Teach sales techniques to scouts. Assign sales territories. Arrange for transportation to and from sales area.
- Arrange for payment of bills associated with fund raising activity (arrange for payment through treasurer).
- Arrange for delivery of items sold by the troop (e.g. fertilizer, popcorn).
- Submit troop "money earning Application" for Circle Ten Council Approval.

## **Health and Safety Coordinator**

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- Establish contact with Council Health and Safety representative. Become familiar with available references (publications, video tapes, etc.) for health and safety policies. Investigate health and safety practices that apply to our troop. Attend troop committee meetings and be prepared to advise the committee on health and safety policy.
- Arrange for training and certification of troop safety representative (e.g. Youth Protection, Red Cross First aid/CPR. Safety Afloat, Safe Swim Defense. etc.). Ensure the necessary number of certified individuals are present at troop activities that require safety representatives.
- Maintain file of scout and adult health forms (physicals. permission slips, etc.). Ensure forms are up-to-date. These forms must accompany the troop on camping trips and summer camp.
- Work with quartermaster to periodically check first aid kit. Purchase restock items as necessary with money from treasurer or make purchase with own money and submit receipt to treasurer for reimbursement.