



# BSA Troop 599 Parent Handbook Table of Contents

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**Other Materials / Resources for Troop 599:**

- Parent Resource Survey
- Troop Calendar
- Phone List
- Merit Badge Counselor Applications / List

## Welcome to Troop 599, Boy Scouts of America

You and your son are about to begin an adventure. In this handbook you will find answers to some of your questions about Scouting and how our troop functions. Troop 599 and its leaders are committed to bringing a quality program and a positive experience to your boy by following the aims and ideals of Scouting.

### Cub Scouts vs. Boy Scouts

Probably the biggest difference between Cub Scouts and Boy Scouts that you will see is that of the leader/scout relationship. In Cub Scouts, the leaders set up the program. Activities and advancement were led by the Den Leader. In Boy Scouts, the program is available to the boys, but they participate and advance at their own boy led pace. As you read this handbook it will become apparent that the Boy Scouting program is intended to develop positive values, leadership, and citizenship skills to the boys by getting them involved in the process.

### Aims of Scouting

Three aims of the Scouting movement:

- Build Character
- Foster Citizenship
- Develop Fitness

Building character includes instilling moral and ethical qualities, honesty, courage and integrity in the boys. Also, included in character building are the traits of self-reliance, self-confidence, self-discipline, and self-respect.

Citizenship can be stated as the Scouts relationship to others in his community and nation. He learns how his local, state and federal government work and his obligation to keep his country strong.

Scouting recognizes four types of fitness and encourages the development of all of them. They include physical, emotional, mental and moral.

### Methods of Scouting

There are eight methods of Scouting. All of them are intertwined in the Scouting program. They are Scouting Ideals, Patrols, Outdoors, Advancement, Personal Growth, Adult Association, Leadership Development, and Uniform.

- **Scouting Ideals**—are the personal behavior guides and standards that the boy commits to when he joins scouting. They are the 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 myself physically strong;  
Mentally awake, and morally straight.***

#### The Scout Law:

A Scout is:	<b>Trustworthy</b>	<b>Loyal</b>	<b>Helpful</b>	<b>Friendly</b>
	<b>Courteous</b>	<b>Kind</b>	<b>Obedient</b>	<b>Cheerful</b>
	<b>Thrifty</b>	<b>Brave</b>	<b>Clean</b>	<b>Reverent</b>

The Scout Motto:       **“Be Prepared”**

The Scout Slogan:       **“Do a Good Turn Daily”**

The Outdoor Code:       **As an American, I will do my best to – be clean in my outdoor manners, be careful with fire, be considerate in the outdoors, and be conservation-minded.**

The Scout measures himself against these ideals and continually tries to improve.

- **Patrols** – Is the method, which gives the boy the sense that he belongs to his own special group. Each patrol has its own name and its own sense of identity. The patrol method allows Scouts to act in small groups where they can easily relate to each other.
- **Outdoors** – Boy scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is outdoors where he puts into practice skills and activities learned at troop meetings.
- **Advancement** – Scouting provides a ladder of skills for the boy to climb at his own pace. As he acquires these skills he moves up through a series of ranks. The higher he climbs the more difficult the challenges, and the more rewarding the accomplishments.
- **Personal Growth** – All of the Scouting methods help a boy grow. Every one of them contributes one way or another to a Scouts personal growth as an outcome of his experiences.
- **Adult Association** – Boys learn from the example set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is critical at this stage of a young man’s development.
- **Leadership Development** – Boy scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.
- **Uniform** – The uniform makes the Scout troop visible as a force of good and creates a positive youth image in the community. Boy scouting is an action program, and wearing the uniform is an action that shows each Scout’s commitment to the aims and purposes of Scouting.

## **RELIGIOUS AWARDS/PARTICIPATION**

Scouts in Troop 599 are encouraged to do their best to live up to the religious principles of the Scout Oath (Duty to God) and the Scout Law (a Scout is Reverent). Scouts are encouraged to work toward the appropriate Religious award through their own religious institution. All scouts of Troop 599 will respect the religious various religious beliefs that are followed by the Scouts and their families. Religious services will be held on campouts and will be non-denominational. All Scouts are encouraged to wear their uniform and attend the services of either the Charter Organization or their own religious institution on Scout Sunday (usually takes place in February of each year).

## **Chapter 1: Parent Participation**

Many resources and talents are required to operate a Troop and to have a quality program. Each Scout's parent or guardian is asked to contribute to the Troop and its activities in some way. The adults who provide supervision, support and time to make Troop 599 a success are volunteers. Scouting is more than just an organization for boys. It requires the support and involvement of the Scout's entire family. It is the goal of Troop 599 that all families take an active part in the operation of the Troop. It has been our experience that the more involved the parents are in the Troop, the further the Scout will advance and the more active the Scout will become. How you support your son's troop depends on your talent and available time. Both mothers and fathers can give a few hours to provide transportation, help maintain troop equipment, be a merit badge counselor, serve on our Troop Committee, provide refreshments for Troop functions or serve in some other leadership position. Whatever your volunteer role, our troop needs you to keep operating as a quality unit which makes our troop worthy of the fine Scouts it serves. Please complete the Troop Resource Survey and return it to the Advancement Chair, Scoutmaster or Troop Committee Chair.

Your role in this Troop is to be supportive of the Troop and your son's efforts and to provide the atmosphere Scouts need to learn and grow. Parents are highly encouraged to read their Scout's handbook, understand the purpose and methods of Scouting, follow your Scout's progress (or lack of) and offer encouragement when needed, show support to both the individual Scout and the Troop by attending Scouting activities, assist in Troop fundraisers and be aware of the Troop program and calendar.

### **Personal Growth Agreement**

The Scoutmaster will discuss with your son his strengths and interests and will recommend ways he can use these in his Scouting activities. It will be up to your son to decide the goals he sets for himself as a growth agreement. The Scoutmaster will encourage and counsel your son along the way. Your interest in his growth in Scouting is vital in helping him to realize his personal responsibilities.

## Chapter 2: Finances/Funding the Scouting Experience

Each Scout and Parents are asked to share the cost of the Troop activities. We currently have an annual activity fee (\$50) due at the time of re-charter (at the end of January). If a family has more than one boy in Troop 599, the family may opt for 1 Boys Life subscription and pay (\$40) for the second scout.

**Fundraising:** Troop 599 will fund its activities primarily through **FUN**draising. The Troop will conduct fundraising activities each year as follows: Popcorn sales, Fall fundraiser, Spring fundraiser, additional fundraisers as deemed necessary. The Troop Committee will determine which fundraising activities will be supported. A Troop Committee member will be appointed to coordinate fundraising activities.

**Scout Bucks Program:** Troop 599 "Scout Bucks" Program is designed to accomplish three purposes:

- To prompt participation in fund-raising activities by the Scouts and their families. 20% of the profits attained will be placed in the Troop account and the remaining amount will go into each participating Scout's account. One exception to this rule, any money earned by selling popcorn is all placed into each individual Scout's account. There may be exceptions; these will be made by the Troop Committee with announcements to all Scouts and Parents. The more a Scout and his family earns for the Troop, the more they earn for the Scout's account.
- To offset some of the personal Scouting expenses of the scout. Scout Bucks may be spent on virtually anything having to do with Scouting.
- To teach Scouts basic business practices and financial responsibility. Scouts will need to keep track of how many Scout Bucks they have.

### Deposits

Deposits into the Scout Bucks accounts will be made upon close out of each fundraising activity. Parents may also make direct deposits into a Scout's account.

### Statements/Balance Inquiries

How much is in each Scout's account will be kept by the Committee Treasurer. Account balances may be checked by contacting the Committee Treasurer.

### Expenditures

Scout Bucks will only be used on scouting activities such as camps, rechartering fees, Eagle Court of Honor expenses, camping supplies, etc. and the scout also needs to be an active Scout in Troop 599. These will be reimbursed with a copy of the receipt of purchase.

### Terminating Scout Bucks Accounts

Scout Buck Accounts will be terminated when Scouts transfer to another Troop or leave Scouting. If a Scout transfers to another Troop, he may still expend Scout Bucks for scouting activities through Troop 599 until 4 months from the date of his transfer. After 4 months, unless otherwise stated, all remaining Scout Bucks in his account will be reabsorbed in to the Troop's general fund. Should a planned expenditure exceed 4 months, parents should notify the Committee Treasurer. When a Scout leaves Scouting, all remaining Scout Bucks in his account on the day he is dropped from the Troop's charter will be reabsorbed into the Troop's general fund. Scouts are encouraged to spend their

Scout Bucks accounts down to zero (on Scouting activities) prior to transfer to another Troop or leaving Scouting. They may also donate their Scout Bucks to the Troop, if desired, as part of their transfer/drop from scouting process.

### **Scholarship Program**

It is Troop 599's policy that no Scout assigned to the Troop should miss Troop activities because his family cannot meet the cost requirements. Accordingly, families who are experiencing financial difficulties are encouraged to discuss their situation with the Troop Committee Chair, Treasurer or any Troop Committee member they feel comfortable discussing this issue with. An account will be kept by the Committee Treasurer for each Scout. Scouts on scholarship are expected to participate aggressively in Troop fundraisers. All matters having to do with the Troop's Scholarship program will be handled with the utmost of discretion.

### **Adult Participation in Activities**

Generally, for routine activities (not including high adventure camps), campsite and other associated fees for the adults supporting the Troop will be paid by the Troop. Costs for food will be paid by the participating adults. Special costs (canoeing fee, rafting fee, amusement park fees, sport ticket, etc.) will be paid by the adults. On the occasions when Troop 599 sponsors a family campout/activity, campsite or activity fees will be paid by the family. Fees for adult training will be paid by the Troop, subsequent to approval of adult(s) participation in the training by the Committee. Financial support of the adults will be a decision of the Troop Committee.

## Chapter 3: New Scouts

### Registration Process

A boy may register as a new member of Troop 599 at any time during the year.

Webelos Scouts traditionally join in the spring after achievement of their Arrow of Light award.

The requirements for a boy to join are as follows:

- Be at least 11 years old or have completed the fifth grade, or have earned the Cub Scout Arrow of Light Award, and be less than 18 years old.

The process for registration is as follows:

- The boy and at least 1 parent attend a regular Troop meeting
- A Boy Scout registration form is completed.
- A troop resource form is completed by at least 1 parent.
- A medical release form is completed.
- A Troop Code of Conduct is signed by both boy and at least 1 parent.
- A registration fee for the boy and/or for the adult leader is paid to the Troop. If a Webelo is crossing over from a Pack there registration will be prorated if there recharter has just been paid.

Turn all above forms into the Advancement Chair who will then take the appropriate forms and funds to the Scout shop for data entry. The Advancement Chair will then enter the boy into Troopmaster the Troop's software program for tracking activities and advancement.

### Transfers from Other Boy Scout Troops

If a Scout is transferring into Troop 599 from another Boy Scout Troop, the registration process is slightly different than for a new Scout. These differences include:

- The transfer is noted on the registration form.
- The advancement records, signed by the previous Troop's advancement chair, are provided. This record must include the dates for all rank advancements, merit badges, leadership positions, service hours, and other awards or honors. (Verifiability of these records is very important in the case of the boy's advancement to the Eagle rank.)
- A Troop Code of Conduct is completed.
- A registration fee.
- A troop resource form is completed by at least 1 parent.
- A medical release form is completed.
- Completion of a Scoutmaster Conference with Troop 599.

### Arrow of Light Ceremonies

The Scoutmaster, Assistant Scoutmaster, Senior Patrol Leader (SPL) or representative members from Troop 599 will attend Arrow of Light Ceremonies of Cub Scouts crossing over to Boy Scout Troop 599. Each Webelos who has stated his intent to join Troop 599 will be presented a Scout neckerchief and slide.

## Chapter 4: General Troop Information

### Uniform Policy

Troop 599's goal is to project a positive image of what scouting should be. An important part of that image is the official uniform, including the scout shirt with approved patches and insignia, neckerchief and slide, belt, socks, and pants or shorts. Troop 599 does not require the official scout pants or shorts until a scout appears for his First Class board of review or has been in the troop for 1 year, whichever comes first, although wearing of the full uniform by all scouts and adult leaders is encouraged. All scouts attending summer camp are required to wear the full uniform regardless of rank or time in the troop. The Scoutmaster must approve substitutes for official pants or shorts in advance. Caps are optional, but if worn, must be scout-related or of a solid color without inscription. Troop 599 has adopted the red scout neckerchief with gold embroidery. Each scout is provided a neckerchief and slide when he joins the troop. Replacements are the scout's responsibility. Substitute neckerchiefs and slides are acceptable as long as they are in keeping with a positive scout image. Uniforms for troop functions will be as follows:

- **Class "A" Uniform** – Complete official uniform. Worn for all Courts of Honor and any other function designated by the Scoutmaster. Merit badge sash is optional.
- **Class "B" Uniform** – Troop "T" shirt instead of the official BSA shirt. Normally, worn at regular meetings during summer vacation from Memorial Day through Labor Day and other times when designated by the Scoutmaster.

### Required Insignia

The required insignia on the official Scout shirt is as follows:

- American Flag (usually comes already on the shirt, Right Shoulder)
- Patrol Emblem (Right Shoulder)
- Last Frontier Council Patch (Top of Left Shoulder)
- Troop #s (599) (on left shoulder under Last Frontier Council Patch)
- Current Rank Badge (on left pocket)
- Red Shoulder Loops for shirt epaulets
- World Brotherhood of Scouting Patch (Purple, above left shirt pocket)
- Quality Unit Patch (1 only, if applicable, on the right lower sleeve)

Placement of the insignias on the uniform is shown in the Boy Scout Handbook.

The troop encourages the use of other scout-related apparel at scout functions when the scout uniform is not required or appropriate. Clothing items, that are camouflage, have non-Scouting logos, or promote alcoholic products, gangs, drugs or contain inappropriate language are never permitted at any Scouting event. A bandanna is not an appropriate head covering. Jewelry consistent with the Scouting program may be worn; however the adult leadership may require that jewelry be removed for safety. Proper scout attire during participation of scout functions will be in accordance with the latest revision of the Boy Scout Insignia Guide.

The Troop maintains a uniform exchange box in the Scout closet. Items that older Scouts have outgrown are placed in the box for use by new/younger Scouts. If you use the exchange services please donate when your Scout(s) outgrows uniform items.

Uniform inspections are conducted by the Scoutmaster at regular Troop meeting.

Adult leaders will follow the same uniform and clothing policies as the Scouts.

### **Troop/Patrol Meetings**

Meetings are held weekly at the Church of the Resurrection Episcopal Church at 13112 N. Rockwell, currently on Mondays at 7:00 pm until 8:30 pm unless there is another scheduled activity, a holiday or a school closing. Parents are responsible for arranging transportation for their Scout. Parents are responsible for their own child's safety before and after Scout meetings. Do not leave your Scout at the meeting place if no adult leader is present.

### **Dues Policy**

Scouts are to pay \$50 at the beginning of each January for the yearly dues at recharter time. If a family has more than one boy in Scouts, the family may opt for 1 Boys Life subscription and pay (\$40) for the second scout.

A fee will be charged for each scout for the monthly campouts. This charge will depend on the outing.

### **Calendar of Events**

Troop meetings and monthly events will be planned at a minimum of a 3 month period and preferably for a 6 month period. Then, a Patrol Leaders Conference will be held with the Troop Leadership with the Scoutmaster and Assistant Scoutmasters in attendance.

## Chapter 5: Adult Leader Positions

**General** – Troop 599 is organized in acceptance with BSA guidelines. The following descriptions highlight areas within the troop's organization.

### **Organization:**

The troop would not exist if it were not for a number of components. They include the Charter Organization, the Troop Committee, Adult Leadership, Boy Leadership and the Parents.

### **Charter Organization (Church of the Resurrection)**

This organization holds the troop charter, which is issued by the Boy Scouts of America. The charter organization is responsible for finding a Scoutmaster and insuring that there is adequate, trained leadership. A representative sits on our troop committee and acts as a liaison between the troop and the charter organization.

### **Charter Organization Representative**

Is a member of the Church of the Resurrection who serves on the Troop Committee and acts as a liaison between the troop and the chartering organization.

### **Troop Committee**

A chairperson who is supported by a number of adult positions heads the troop committee. The committee includes a committee chairperson, advancement chair, secretary, treasurer, charter organization representative, outdoor/activities chair, fundraising chair, quartermaster (equipment coordinator), chaplain, and training chair. The committee is responsible for the administration of the troop. The committee meets at a minimum quarterly or as deemed necessary by the scouting activities.

### **Troop Committee Chairperson**

The chairperson's duties include among others to organize the committee to see that all functions are delegated, coordinated, and completed. He/she maintains a relationship between the charter organization and the Scoutmaster. He/she prepares the agenda for and presides over committee meetings. He/she secures trained individuals for camp leadership and interprets national and local policies to the troop.

### **Secretary**

The secretary keeps the minutes of meetings and sends them out to committee members, updates via email, handles publicity and reports the minutes of the previous meetings. He/she may also conduct the troop resource survey and prepare a family newsletter of troop events and activities.

### **Treasurer (Finance/Records)**

The treasurer handles all the troop funds. Pays the bills on recommendation of the Scoutmaster and authorization of the committee. He/she supervises the Scout accounts, prepares the troop budget, keeps adequate records and oversees.

### **Advancement Chair**

Encourages Scouts to advance in rank and makes a prompt report on the correct forms to the council service center. After a troop board of review is held, the badges and certificates are secured. He/she will also set up courts of honor.

### **Outdoor/Activities Coordinator**

The outdoor/activities person will work with the camp master to secure permission to use camping sites and tour permits. He/she will ensure a monthly outdoor program and promote attendance at troop campouts and summer camp.

### **Quartermaster (Equipment Coordinator)**

He/she will supervise and help the troop procure camping equipment. He/she will work with the troop quartermaster on inventory and proper storage and maintenance of all troop equipment. He/she also will make periodic safety checks on troop camping gear.

### **Chaplain**

The chaplain provides the spiritual tone for troop meetings and activities. He/she gives guidance to the chaplain aide. He/she encourages Scouts to earn their appropriate religious emblems.

### **Training Coordinator**

The training chair ensures troop leaders and committee members have opportunities for training and maintain an inventory of up to date training materials. He/she works with the district training team in scheduling Fast Start training for all new leaders and is responsible for the BSA Youth Protection training within the troop.

### **Fundraiser Chair**

This position works with the treasurer, committee and troop leadership in setting up and coordinating troop fund raising activities.

### **Scoutmaster**

The Scoutmaster is responsible for the program of the troop. The Scoutmaster and his/her Assistant Scoutmasters work directly with the Scouts. In general, the responsibilities of the Scoutmaster include:

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

### **Assistant Scoutmasters**

Assistant Scoutmasters are recruited by the Scoutmaster and approved by the troop committee to assist the Scoutmaster in the operation of the troop. Assistant Scoutmasters are assigned program tasks by the Scoutmaster and provide guidance to the boy leadership. They may also be assigned as patrol advisers to assist the patrols. He/she also provides the required two deep leadership.

### **Adult Leader Training:**

Any adult who becomes involved with the Troop is strongly encouraged to take advantage of Leadership Training courses offered by Baden-Powell District and Last Frontier Council, BSA. This training insures the Troop's adult leaders remain on target with the aims of Scouting. Until leadership training can be arranged, adult leaders will be made familiar with the Youth Protection Program guidelines for Boy Scout Leaders by the Training Coordinator. The Scoutmaster will have completed Boy Scout Leader Fast Training and Basic Leader Training for Scoutmasters and will work towards requirements for Wood Badge. There will be one or more active ASM's, all of whom are registered and trained according to BSA requirements. The Scoutmaster will assign ASMs to specific areas of responsibility as needed. These assignments may include recruitment, New Scout patrol advisor, High Adventure Advisor, or advisors to specific patrols.

### **Adult Leader Meeting:**

Adult Leaders are encouraged to become involved with all aspects of the Scouting program. The following is a list of some of the suggested meetings that adult leaders may attend: Troop Committee meetings, Adult district roundtable, weekly troop meetings and training sessions.

**Adult Leader Conduct:**

Adult Leaders shall exhibit the ideals of Scouting when working with boys. They will strive to set the example in their handling of the boys. Standards of conduct in personal habits, language, hygiene and interaction with Scouts will be in accordance with the Scout Oath and Law. The Scoutmaster is responsible for the conduct of adult leaders.

**Troop Committee Meetings:**

The Troop Committee serves as the board of directors for the Troop, guiding and supporting the boys operation. The Troop Committee will meet regularly, usually monthly at a minimum once every quarter. A quorum to hold a Troop Committee Meeting is at least 6 registered adult leaders. The voting members of the Troop Committee will include all registered adult leaders, the ASMs and the SM. Votes, when taken, will be carried by a simple majority of those present. Positions will include but are not limited to: Committee Chair, Advancement Chair, Fundraising Chair, Secretary, Treasurer, Equipment Coordinator, Training Coordinator, Chaplain, Scoutmaster, ASMs, and Outdoor Activity Chair. The Troop Committee will be responsible for selecting the SM and ASMs for the Troop, or for approving the selection of ASMs recommended by the SM. The Troop Committee is responsible for filling specific committee positions such as Advancement Chair, Treasurer, etc. To ensure the continued well-being of the Troop, the Troop Committee will handle replacements or changes to any of these positions as necessary. If phone calls are needed the Troop Committee Chair will start a telephone calling tree to ensure everyone on the committee is notified.

## **Chapter 6: Boy Leaders**

The Troop is led by its youth leaders. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct Troop meetings, outings and provide leadership among their peers. Youth leadership positions are as follows:

### **Senior Patrol Leader**

Top youth leader in the Troop. He leads the Patrol Leader Council (PLC) and, in consultation with the Scoutmaster, appoints other youth leaders and assigns responsibilities. The Senior Patrol Leader is the leader of the Troop meetings and outings. He is the master of ceremonies of regular Courts of Honor. He may delegate specific responsibilities to the Assistant Senior Patrol Leader.

### **Assistant Senior Patrol Leader**

Fills in for the Senior Patrol Leader in his absence.

### **Patrol Leaders**

Gives leadership to members of his patrol and represents them on the Patrol Leaders Council. Teaches skills to patrol members, leads Patrol meetings and Patrol at camp outs and outings.

### **Assistant Patrol Leaders**

Fills in for the patrol leader in his absence.

### **Troop Guide**

Supports patrol leaders in teaching skills to patrol members. Advisor to the new Scout patrol and active in the Trail to First Class program.

### **Historian**

Collects and maintains Troop memorabilia and information.

### **Librarian**

Keeps Troop merit badge books, record books and magazines available for use.

### **Quartermaster**

Responsible for Troop supplies and equipment. Works with the Adult Equipment Coordinator.

### **Scribe**

Records and posts the minutes of the Patrol Leaders Council. Maintains the Troop rank advancement book. Works with the Advancement Chair.

### **Chaplain Aide**

Assists with Troop religious services.

### **Patrol Leaders Council**

The Patrol Leaders Council (PLC), not the adult leadership, is responsible for planning and conducting the Troop's activities. The PLC is composed of the following voting members: Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, and all other youth leader positions.

### **Elected Positions:**

- Senior Patrol (SPL)
- Assistant Senior Patrol Leader (ASPL)
- Patrol Leaders (PL)
- Assistant Patrol Leaders (APL)

### **Appointed Positions:**

- Scribe (Secretary) – Appointed by the SPL
- Chaplain's Aide – Appointed by the SPL
- Quartermaster – Appointed by the SPL
- Librarian – Appointed by the SPL
- Troop Guide – Appointed by the SPL
- Historian – Appointed by the SPL

## **Troop Elections**

Troop elections are held semi-annually, in the first week of April and October for the positions of Assistant Senior Patrol Leader and Assistant Patrol Leaders. Prior to the election, job descriptions and requirements will be discussed. Qualified candidates will then be nominated. Each candidate will have the opportunity to address the Troop on his qualifications before voting takes place.

Elections will be overseen by the Scoutmaster, or his designee. The outgoing SPL will preside over the election, accepting the nominations and supervising the collection of ballots. Voting will be conducted by secret ballot. Assistant Senior Patrol Leader will be conducted first. The candidate receiving a simple majority of the members present will be declared the winner. If more than two boys are running for a position and no one received 50% of the votes, a revote will be taken between the two candidates getting the most votes until one candidate receives a majority of the votes.

The Assistant Senior Patrol Leader will then move to Senior Patrol Leader at the next term.

Individual Patrols will elect their Assistant Patrol Leader. An Assistant Patrol Leader election will be held immediately following the election of the ASPL. Only patrol members will vote for their respective Assistant Patrol Leader. Votes will be by secret ballots. Ballots will be counted and verified by the outgoing Patrol Leader and a Troop Guide or Assistant Scoutmaster.

All other leadership positions will be recommended by the Senior Patrol Leader and approved by the Scoutmaster. All leadership positions will be rotated every 6 months to give each member of the Troop maximum opportunity to serve.

An attempt will be made to get 100% Troop membership in attendance during the night of the election. No election will be conducted if less than 50% of the general membership is present.

## **Termination of Leadership Position**

As it is vital to the smooth operation of the Troop, all Scouts in leadership positions are requested to attend at a minimum 75% of all Scout functions. In the event of excessive absences that Scout will be spoken to by the Scoutmaster and possible removal of office. In case of continued non-attendance removal from office will occur and new appointment/election will be made. Every effort should be made to advise the Scout and work with Sports/School schedules.

## **Qualifications for Assistant Senior Patrol Leader**

The candidate must have completed Junior Leader Training either through the Troop or Council prior to running for ASPL. Also, the candidate must be ranked Star or above. These qualifications may be granted an exception through the Scoutmaster, if necessary.

## Chapter 7: Rank Advancement

Advancement is the process by which youth members progress from rank to rank, a means to an end, not an end in itself. It is designed to help the boy have an exciting and meaningful experience.

Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities in his patrol and troop. The rank requirements shall furnish the basis of the activities of the unit. Recognition is gained through leadership in the Troop, attendance and participation in the Troop activities, living the ideals of Scouting and proficiency in activities related to outdoor life skills, useful skills and career exploration.

All advancement procedures shall be administered under conditions that harmonize with the aims and purpose of the Boy Scouts of America, to strengthen character, body, mind and the concept of being a participating citizen.

The Boy Scout requirements for rank advancement shall be the basis for the Scout's advancement. There are four steps in the procedure: learning, testing, reviewing and recognition.

- **The Scout Learns:** by doing. As he learns, he grows in ability to do his part as a member of the patrol and the troop. As he develops knowledge and skills he will be asked to help teach younger Scouts thereby beginning to develop leadership skills.
- **The Scout is Tested:** on requirements by his patrol leader, senior patrol leader, Scoutmaster or Assistant Scoutmaster, troop committee member or another member of his troop.
- **The Scout is Reviewed:** by the board of review. After completion of each rank members of the troop committee or parents convene a board of review.
- **The Scout is Recognized:** as quickly as possible after completion of a rank or merit badge. This is usually done at the next troop meeting within reason. At a minimum quarterly, the troop will hold a Court of Honor where they will be publicly recognized for their accomplishments in the troop.

Ranks are Scout, Tenderfoot, Second Class, First Class, Star, Life and Eagle. Eagle Palms may be awarded for additional merit badges until the Scout's 18<sup>th</sup> birthday.

The responsibility of the Troop Committee is to ensure the Troop's Program is conducted in such a way that the Scouts have an opportunity to advance on the basis of learning, testing, reviewing and recognition.

The responsibility of the merit badge qualifications shall rest with the counselors. Merit badge counselors shall be registered adult members of the Boy Scouts of America. The merit badge counselor shall prepare and qualify the youth members for the merit badges. There is no board of review procedure for merit badges; public recognition will be given at troop meetings and Court of Honor.

The Troop's routine program will emphasize Scouting skills and leadership training; both at weekly meetings and on camping trips. As a matter of routine, merit badges will not be taught as part of Troop 599's regularly scheduled meetings. Some meetings may focus on a particular merit badge as a means of introducing Scouts to the subject; completion of the badge is an individual effort by the Scout.

The Troop will provide guidance and assistance in completing merit badges outside the weekly meetings, i.e., classes prior to meetings or on camping trips. (On occasion, a merit badge may be taught in the regular meeting if for a unique reason.) The extra effort and experience gained by pursuing merit badges through approved counselors is important in maintaining the quality and maturity of the upper ranks of Star, Life and Eagle.

Advancement requirements for the 1<sup>st</sup> 3 ranks are listed in Chapter 1 “The Boy Scout Handbook”. Advancement to Tenderfoot, Second Class and First Class concentrate on Scouting skill rather than merit badges. Skills shall be taught by other Scouts and adult leaders. The Scoutmaster will hold Scoutmaster conferences as requested by the Scout. This is a requirement **prior to** scheduling the Board of Review with the Advancement Chair.

Advancement requirements for Star, Life and Eagle ranks are covered in Chapter 27 “The Boy Scout Handbook”. These higher ranks emphasize merit badge work only after a boy has a solid foundation of basic Scouting skills.

Eagle advancement: An advancement packet discussing Eagle requirements can be obtained from the Advancement Chair at the time of the boy’s Life Board of Review. The packet will contain:

- National BSA application
- Letters of recommendation (template/how many required and from who)
- Eagle Service Project Workbook

In the “Boy Scout Handbook” each requirement for rank advancement will be signed off by another Scout who is First Class or above. Date and initials are required.

- The Scout should then have the Scribe transfer the date and his initials in the Advancement book. If the scribe is absent, the scoutmaster, Asst. Scoutmaster, Senior Patrol Leader or Asst. Senior Patrol Leader can document completed requirements in the advancement book.
- The Scout’s “Individual History” sheets should then be taken out of the advancement book and placed in the front of the book.
- The Advancement Chair will permanently record the Scout’s advancements in the Troopmaster software. A new updated “Individual History” sheet will be printed and placed in alphabetical order in the advancement book.
- When all rank requirements have been met, including position of responsibility and service hours (verify with advancement chair), arrange with Scoutmaster for a Scoutmaster Conference. When Scoutmaster Conference is complete, the Scout will advise the advancement chair that a board of review is needed. The advancement chair will then arrange for a board of review and advise the scout of the date and time. The Scout should appear before the board of review in full class A uniform with his Scout Handbook.

## **MERIT BADGES**

Earning merit badges gives Scouts self-confidence by teaching them to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially and may develop physical skills and hobbies that give a lifetime of healthful recreation. To earn merit badges the following sequential procedures need to be followed:

- Obtain a merit badge application from the Scoutmaster or Assistant Scoutmaster. The card must be signed by the Scoutmaster or Assistant Scoutmaster showing their approval.
- The Scout must contact the merit badge counselor and arrange meetings.

- The Scout must complete the merit badge requirements under the guidance of the counselor.
- The Scout must ensure the counselor signs the merit badge card verifying completion of all requirements.
- The Scout must return the card to the Scoutmaster or Assistant Scoutmaster and obtain his signature to indicate completion of the merit badge requirements.
- The Scout must present the completed card to the Advancement Chair for entry into the Troopmaster software program, forwarding to the council and procurement of the badge.

The BSA Youth Protection Program policy requires that a Scout must have at least one other person with him at each meeting with the merit badge counselor. BSA policy prohibits one-on-one situations between adults and Scouts. The buddy can be a parent or guardian, brother, sister, relative, friend or another Scout.

Parents who are Merit Badge Counselors are discouraged from serving as counselors for their son. If no other counselors are available within the Troop, this may be permissible except for Eagle required merit badges. Any exceptions should be discussed with the Scoutmaster, Assistant Scoutmaster and Advancement Chair.

While merit badges may be earned in group instruction, this method is discouraged for most merit badges as it bypasses one of the key purposes of the merit badge plan, working closely with a qualified adult. Group instruction is most practical when special facilities, expert personnel and/or limited counselors make individual instruction inappropriate. When the group method is used as much individual attention as possible should be afforded each candidate's project and his ability to fulfill all requirements.

A Scout for various reasons may receive a partial for a merit badge; meaning that for some reason the badge was not completed at the time of the course, usually this is at summer camp or a merit badge fair. This partial merit badge can be completed any time prior to the boy's 18<sup>th</sup> birthday. The partial merit badge cards must be signed by the Scoutmaster and returned to the Advancement Chair for safe keeping. The Scout must obtain the partially completed merit badge card from the Advancement Chair prior to contacting a counselor for completion. The Scout must complete the process above and seek a merit badge counselor to complete the requirements with him.

A booklet covering the requirements for each merit badge is essential for any Scout attempting to earn the merit badge. Booklets may be available in the Troop library (checked out through Troop Librarian), public library, or requirements can be found at [www.meritbadge.com](http://www.meritbadge.com). They may also be purchased at the Scout Shop.

### **SERVICE PROJECTS/HOURS**

Work on service projects for credit toward advancement will be approved by the Scoutmaster or Assistant Scoutmaster in advance of starting the project. Only adult leaders are authorized to sign-off service project/hour requirements. If there is any doubt as to the validity of the project, the matter will be referred to the Troop Committee for resolution.

In addition to individual good turns required of each Scout, Troop 599 has adopted a policy of conducting a Troop Service Project at a minimum once every quarter in which assistance will be rendered to the Troop's Charter Organization, the community, the nation or a worldwide mission. By active and dedicated participation in planning and conducting service projects the

Scout learns how much the contributions of his time, energy and imagination can mean to the world around him.

Scouts of any rank can arrange for service projects that benefit the community. However, if the project will require Troop 599 resources, then the project will be presented to the Patrol Leaders' Council (PLC) for discussion, scheduling and Scoutmaster approval.

### **Eagle Service Projects**

Eagle service projects will be of lasting value to the community rather than completion of routine upkeep and preventive maintenance. The project will be approved by the Troop Committee and the District Committee in advance of beginning any work. The Troop 599 Committee requires that the Eagle candidate brief at a minimum the Scoutmaster or his designee and the Advancement Chair on his project at a prior to approaching the District Committee. The Eagle candidate must take into consideration the lead-time required for Troop and District Committee approval in planning work schedules. The brief will outline the scope, scale and requirements of the proposed project. The Committee will review the candidate's plan for completeness in planning and ability of the Troop to support the project to completion. The schedule of work should be examined in detail to ensure there are no major conflicts with other planned Troop activities. Upon completion of the service project, the Eagle candidate will provide the Advancement Chair with a written description of the project and where appropriate, a schedule of participants and hours worked.

### **SCOUTMASTER CONFERENCE**

As each Scout completes the requirements for rank advancement, his progress is reviewed by the Scoutmaster or Assistant Scoutmaster during a Scoutmaster's Conference. The Scoutmaster's Conference helps the Scout evaluate his accomplishments, review his performance, and set new goals. Once this conference is complete, the Scout is prepared for his Board of Review.

A periodic review of the progress of all Scouts is vital in the evaluation of the effectiveness of the Scouting Program. The Scoutmaster, Assistant Scoutmasters and / or Advancement Chair will meet at a minimum quarterly with each Scout to offer encouragement and advisement.

### **BOARD OF REVIEW**

Board of Reviews permits the Scout's progress to be reviewed by the Troop's adult leadership. The board determines if the Scout has learned all that he should to complete the requirements for advancement.

The Board of Review will be requested by the Scout to the Advancement Chair who will then within 30 days set up a Board of Review. Boards of Review are conducted by members of the Troop Committee. Any adult may sit on the Board of Review except a member of the committee can not review a family member. The Scoutmaster and Assistant Scoutmasters' can not be members of the Board of Review. A lead reviewer is chosen. The lead reviewer will ensure all forms are signed and given to the advancement chair at the end of the board of review.

It is expected that each Scout appearing before a Board of Review for advancement will present himself in a completed uniform with proper insignia and current badges of rank and office permanently and neatly affixed to the uniform. A Scout must bring to the Board of Review his Scout Handbook, completely filled out for the rank he is requesting; a completed scout spirit record, and a newly printed copy of the "Individual History" report from the Troopmaster software program. Scouts not prepared will need to reschedule with the advancement chair.

Prior to the actual scheduled Eagle board with the District a Troop Committee Board will convene to ensure all paperwork is in order and to review with the Scout his service project and any questions he might have.

### **COURTS OF HONOR**

Troop 599 will have quarterly ceremonies, a minimum of 3 per year, to recognize formally those Scouts who have earned awards, advanced in rank, or attained a leadership position. This ceremony will also be a time to recognize Scout Leaders and Adults who have assisted the Troop. Courts of Honor will be announced when the calendar of events is developed. All Scouts and family members are strongly encouraged to attend. Scouts will be in complete uniform.

### **EAGLE COURT OF HONOR**

An Eagle Scout Court of Honor will be held after a Scout achieves the rank of Eagle. The family of the Eagle Scout, with some assistance from the Scoutmaster, Assistant Scoutmasters, Troop Committee Chair and the Advancement Chair will plan and hold a special public ceremony honoring the Scout's Eagle achievement.

### **ORDER OF THE ARROW**

The Order of the Arrow is Scouting's National Honor Society. The purpose of the Order of the Arrow is fourfold:

- To recognize those Scout campers who best exemplify the Scout Oath and Law in their daily lives
- To develop and maintain camping traditions and spirit
- To promote Scout camping
- To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others

Scouts are elected to the Order of the Arrow by their fellow unit members, following approval by the Scoutmaster. To become a member, a youth must be a registered member of a Boy Scout troop and hold First Class rank. The youth must have experienced fifteen days and nights of Boy Scout camping during the two-year period prior to the election. The fifteen days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

The induction ceremony, called the Ordeal, is the first step toward full membership. During the experience, candidates maintain silence, receive small amounts of food, work on camp improvement projects, and are required to sleep alone, apart from other campers. The entire experience is designed to teach significant values.

## **ACTIVE SCOUT**

Troop 599 defines an Active Scout as one whom:

- Must attend 75% of all Troop weekly meetings
- Must attend 75% of all PLCs, if applicable
- Must attend at a minimum 1 outing per quarter
- Must attend at a minimum 1 Court of Honor per year
- Must participate in 50% of all Troop Fundraising activities

## **Valid Reasons for Excused Absences**

- Participation in a mandatory school activity
- Participation in a church service, religious training or similar event
- Illness from school on day of meeting or day of departure for outing
- Any other reason that the Scoutmaster and Senior Patrol Leader jointly agree upon, IN ADVANCE of the meeting or outing. Excused absences can not be granted AFTER an event.
- Examples of Excused Absence may include but not limited to school plays, band, orchestra, dance recital, sports activities for school, etc.

## **To Be Excused**

Notify the Scoutmaster (if not available, notify an Assistant Scoutmaster) BEFORE the absence and let him know why and when you will be absent. If the absence will be continued for a certain period, please let your Patrol Leader and Scoutmaster know in writing when the Scout's conflicting function will be completed; you do not need to call every week in this case.

## **INACTIVE STATUS**

A Scout placed on inactive status due to failure to meet the participation or fiscal requirements (or a Scout resigning, in writing, from the troop) will be placed on inactive status. The procedure is as follows:

- The Troop Committee Chair and/or Scoutmaster whichever is appropriate will notify the Scout and his parents.
- When on inactive status, a Scout may not participate in any patrol or troop event.
- To be placed back on active status the Scout must meet with the Scoutmaster and Advancement Chair and show that he is serious in his desire to remain in the troop.

## CHAPTER 8: Scout Spirit/Special Recognition

In order to fulfill the requirements for Scout Spirit, the Scout must demonstrate Scout Spirit by living the Scout Oath and the Law in his everyday life. The committee is supporting the Spirit Points as a means to promote participation and spirit of Scouting in the Troop. This is the Tool a Scout will use to meet a Board of Review.

Weekly Attendance	5 points
PLC Attendance (This is for elected SPL, ASPL, PLs, APLs)	5 points

### Campouts

- 1 night 4 points
- 2 nights 10 points
- If a family member  
Helps with transportation 2 points

Troop Activities (Examples: Fundraisers, Service Projects)	5 points
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### “Caught living the Scout Spirit”

- Adult 5 points
- Scout 5 points

All Scouts beginning with Tenderfoot and above must have tenure and merit badge requirements and at least 50 points or if an elected officer (i.e. SPL, ASPL, PL, or APL) then 70 points before asking for a Scoutmaster Conference and Board of Review. The Scribe is responsible for keeping track of the points/attendance on the attendance print out from Troopmaster and passing the information on to the Advancement Chair for data entry. When a Scout attains a new rank, the spirit points will start over. The points will not be carried over.

### SPECIAL RECOGNITION

HONOR PATROL—at each Court of Honor an Honor Patrol will be selected based on a competition of the previous quarter. Points shall be awarded to each patrol for all troop activities (i.e. troop meeting, campouts, Court of Honor, and service projects) for the following:

- Each member in attendance – 1 point per member
- Each member in FULL/Correct uniform – 1 point per member
- Each member having their BSA Handbook – 1 point per member
- Each member with parent in attendance at troop activity – 1 point per member

At the end of each month the total points acquired for the month shall be divided by the total number of members in that patrol. The Scoutmaster shall keep the records for the points earned by each patrol, which will be given to the Advancement Chair at the end of each activity. In case of a tie, the winner shall be selected by the Senior Patrol Leader (subject to the Scoutmaster’s approval) based on Scout Spirit/behavior. An Honor Patrol accumulating more than 90% of the possible points in the competition will be treated to a meal of their choice (such as pizza) subject to the Scoutmaster’s approval. The cost must not exceed \$20.00. The patrol may elect to purchase camping or patrol gear in lieu of the meal.

## Chapter 9: Outdoor Activities

The BSA program is designed for FUN in the outdoors. The Troop Committee in support of the Scoutmaster will make every attempt to have at least 1 outdoor activity per month. These activities will most often be camping trips. On occasion these may be long weekend events or day trips. The activities for these events will reinforce the skills and ideals of Scouting.

Camping trips and activities will be planned for as far in advance as possible. This will allow for adult leadership to plan for time of work, etc.

Two registered adult leaders or one adult leader and a parent of a participating Scout (at least 1 leader must be 21 years of age) are required for all trips or events.

The Scoutmaster, an Assistant Scoutmaster or a Troop Committee member will be assigned responsibility for each camping trip and/or event.

Responsibilities include:

- Notifying Scouts and Families via flyer and email in advance of camping trip, details to include approximate cost.
- Filing any camp/facilities request forms
- Filing any tour permits with the Council
- Arranging Transportation
- Accounting for necessary fees (camp site fees, etc.)
- Assuring adequate leadership is available

Guidelines for arranging transportation:

- All Drivers must be licensed and over the age of 21.
- Adult tour leader will be in charge and accompanied by an assistant.
- All driving should be done in daylight when possible.
- Owner/driver will have property damage and personal liability insurance limits at \$50,000/\$100,000/\$50,000
- Occupancy limits of the vehicle will not be exceeded.
- Each occupant must be in a seatbelt.
- Vehicles will travel together.
- All mileage will be figured by online map service (such as MapQuest).
- The mileage will start from the Church of the Resurrection.
- The trip will not exceed the BSA mileage/per day limits.

Funding for outings:

- Scouts participating in Troop trips will be responsible for the cost of the event. The adult leader responsible for a particular event will advise the Scouts/Adults with a flyer in advance with the cost of the event.
- Food will normally be the responsibility of the individual or patrol. As part of the Troop event planning process, each patrol will determine a camping trip menu then write a shopping list prior to the camping trip. From the shopping list the patrol will assign a Grubmaster to purchase the food. The Troop Committee will determine the cost per outing per Scout which the Grubmaster will collect no later than the Monday prior to the event. Scouts participating in the event will bring all monies by the Monday meeting just prior to the outing. This allows the Scout(s) purchasing the food to purchase the food/supplies for the outing. Monies paid will not be refunded.

- On occasion the Troop will practice Troop dining rather than the normal patrol method. In these cases the same procedure described above will be used to plan and purchase food.
- Patrol Leaders will prepare a duty roster for each outing and post it at the patrol site on arrival. The Patrol Leader will maintain a patrol record on menu planning and food purchasing duties to ensure all members share this responsibility.
- Scouts will only be allowed to eat the food that the patrol purchases. No food/drinks are to be brought on outings for individual scouts.
- While the Troop Committee realizes the dynamics of family schedules, parents must understand camping with large groups of Scouts requires detailed planning to ensure enough food, water, transportation, tents, funds and adult supervision. Unannounced participants create hardships on the entire Troop, who have planned the details. Simply put, the Troop will have a firm commitment for camping trip participation, with supporting funds, not later than the last Monday meeting before departure of an event.
- Whenever possible patrols will camp as individual units and practice the patrol method. The intent is that each patrol will have:
  - Separate campsite
  - Own cooking
  - Own patrol flag
  - There will be a Troop dining fly and campfire site
- The adult leadership will also function on its own.
- No youth is permitted to sleep in the tent of an adult other than his own parent or guardian.
- Scouts will not leave the campsite without the permission of the Scoutmaster or Assistant Scoutmaster. The BUDDY SYSTEM is a must and will be used on all events; any Scout leaving the campsite will be accompanied by a buddy.
- All Scouts will share in the work and duties of their individual patrols. Patrol Leaders will establish rotating schedules to assure that the work such as cooking, cleaning and wood gathering is completed by all members of the patrol in a fair manner.
- Radios, CD/Tape players, cell phones and video games (any electronic devices) are not allowed on any Troop outing. The Scoutmaster or Assistant Scoutmasters are not responsible for these items under any circumstances. On trips, the Scoutmaster or the Assistant Scoutmaster will have the discretion to allow electronics during the actual travel to be left in the vehicles on arrival.
- All members of Troop 599 will observe the outdoor code. This will include leaving the campsite better than found.
- Cooking: various forms of cooking will be experienced, including individual, patrol and troop.
- All Scouts will respect the privacy of all other campers with regard to latrine and shower facilities. Separate latrine and shower facilities will be used for male/female and youth/adult. If separate facilities are not available, guidelines will be established for use.
- Lighted stoves and fires will be attended to at all times. Cooking fires will be extinguished promptly. Established fire rings will be used if present.
- All fire laws, ordinances and regulations will be strictly observed. There will absolutely be no flames allowed in or near tents. Unit fireguard plans will be posted.
- Firearms (and supplies) and archery equipment will not be brought on activities except those specifically planned for target shooting under the supervision of a BSA National Camp School, National Rifle Association, or National Archery Association certified instructor.

- Sheath knives or folding lock blade knives with a blade over 4" (inches) long are not to be worn or carried during any Scout function. The only exceptions are kitchen knives which may be used in the cooking area only, and must be stored in the Patrol cooking equipment box. Any violations will result in immediate confiscation by any adult leader. The Scoutmaster, or his designee, will only return items to the parent or guardian.
- Axes and saws are to be used by those Scouts who have earned the BSA Totin' Chip Card and then only for a task that requires the use of an axe or saw. The Troop will provide any qualified Scout the use of the Troop axe or saw. In any case, saws and axes will only be used in a defined axe yard and under adult supervision.
- Totin' Chip Card – the requirements for the Totin' Chip card are found in the BSA Handbook. A Scout who has earned the Totin' Chip card may use woods tools and be permitted to carry a pocket knife. To earn the Totin' Chip card a Scout must demonstrate his ability to meet the requirements for the card to the Scoutmaster or an Assistant Scoutmaster, or designee. The Scoutmaster or Assistant Scoutmaster, or their designee, must consider a Scout's maturity and judgment before awarding a Scout the Totin' Chip card. The Scoutmaster or an Assistant Scoutmaster must sign and date the Totin' Chip card and present it to the Scout. It is the discretion of the Scoutmaster or Assistant Scoutmaster or their designee they may re-test the Scout at any time. Before exercising the privileges of the Totin' Chip the Scout must have a valid Totin' Chip card in his possession and his parents must have signed a permission form provided by the Troop Committee indicating their approval of their son using woods tools. The Scoutmaster will maintain a roster of Scouts who have not obtained the Totin' chip or do not possess either the maturity or physical strength to handle more than a pocket knife, or where a parent has not given permission for use of other woods tools, a Totin' Chip card with a "POCKET KNIFE ONLY" restriction annotated on the card will be issued.
- Firem'n Chit Card – The requirements for the Firem'n Chit are found in the Boy Scout Requirement Book. The Firem'n Chit will allow a Scout to carry matches on a Troop campout and allow a Scout to light cooking and warming fires without direct adult supervision. The provisions for the issue of the Firem'n Chit card will be the same as for the Totin' Chip card.
- Prospective Boy Scouts may be invited to attend camping trips/events in accordance with BSA regulations. A Scout intending to invite a guest for a camping trip will notify the Patrol Leader, Senior Patrol Leader and Scoutmaster to insure the guest is factored in the planning for logistic support. A permission slip from the parent authorizing the guest to attend the event and a medical release form authorizing emergency treatment are required.

## Chapter 10: Equipment

Troop 599 operates under the old adage “Take care of your gear and your gear will take care of you”. Accordingly each Scout is responsible for providing his own personal camping equipment. The Troop Committee’s responsibility is to secure adequate numbers of tents, cook kits and other outdoor gear. The Outdoor Activities Chairperson will work closely with the Troop Quartermaster to maintain the Troop’s equipment with adequate repair and storage.

### **Personal Equipment**

Includes items such as pack, sleeping bag, individual cooking and eating utensils, canteen or water bottle, flashlight, foul weather gear, etc. Scouts not in possession of personal equipment, safe for the conditions of an event will not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for climatic conditions, etc. Each Scout is responsible for the purchase and use of his own equipment. It is strongly recommended that individual equipment be labeled or etched with the Scout’s name, initials and/or identifying mark to avoid disputes over ownership of similar items.

### **Troop Equipment**

Generally limited to those items necessary to provide for group activities, special events and to support adult participation at camping trips; tarpaulins, ropes, tents, saws, camp shovels, canoes, etc. The Troop Quartermaster is responsible for storage and control of Troop equipment. The Troop equipment is issued to the Patrol Leader, Assistant Patrol Leader or acting Patrol Leader and is returned to the Troop Quartermaster in clean, usable condition.

### **Patrol Equipment**

The Troop will provide each Patrol the major portion of available equipment to include small group items such as chef kit, large cooking pots and pans, lantern with box, stove, propane bottle with hose and tree, patrol box, dish pans, etc. For use by members of the Patrol. Each item will be marked with the Patrol name and stored in the Patrol box.

### **Duties and Responsibilities:**

Troop Equipment Coordinator is responsible for:

- Supervising the Quartermaster in the responsibilities of his duties.
- Providing recommendations to the Troop Committee on equipment purchases.
- Overseeing one major project which the Quartermaster must perform during his tenure.
- Instructing the Troop in safe use of all Troop equipment, filling propane bottles and fire extinguisher.

Troop Quartermaster is responsible for:

- Troop equipment, under the guidance of the Troop Equipment Coordinator.
- Ensuring that an accurate inventory of the Troop equipment is maintained and that the equipment is stored in a clean, neat and orderly manner.
- Issuing equipment for use by individuals or patrols.
- Ensuring that equipment is returned in a clean and serviceable condition.
- Making recommendations concerning equipment and its use to the Troop Equipment Coordinator.

The Patrol Leader or Assistant Patrol Leader will check out and return Troop equipment used by the Patrol and will assure that it is returned in a clean and usable condition.

## **Safety Conditions with Equipment**

- The Troop will furnish compressed-gas (propane) stoves and lanterns for all camping trips. These items will be operated under the supervision of knowledgeable adults and in accordance with the Guide to Safe Scouting and the regulations of the camping trip facilities. A Troop fire extinguisher will be maintained in the immediate area of all propane equipment.
- Lanterns and/or stoves will not be operated inside tents under any circumstances.
- Patrol Leaders, under the supervision of their Assistant Scoutmaster, will hold Patrol inspections for all Scouts of their Patrol attending an event prior to departing the meeting place. Concerns with serviceability of a Scout's personal gear will be brought to the attention of the Scoutmaster. Scouts not in possession of personal equipment, suitable for the conditions of the event will not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for weather conditions.
- All axes, saws and hatchets will be kept in an approved sheath when not in use. The Troop Quartermaster will ensure that only equipment, which has the required safety sheath, is issued.
- Personal sheath knives are not permitted on any Troop activity by scouts or adults.

## **Damage to Equipment**

- Willful damage to property is a violation of the Scout Law. "A Scout is Trustworthy". Any Scout willfully damaging Troop, Patrol or personal equipment will be subject to Committee disciplinary action and afforded the opportunity to replace damaged equipment.
- Accidental damage to equipment will be investigated by the Troop Quartermaster under the supervision of the Adult Equipment Coordinator. If determined the accident was a result of negligence the negligent party will be afforded an opportunity to replace the damaged equipment.
- Gear damaged or worn through normal wear and tear will be replaced by the Troop as recommended by the Adult Quartermaster.

## **Gear Needs for New Scouts**

- A new Scout will have a Boy Scout Handbook. The Scout should bring his handbook, along with note paper and pen to all Scouting functions unless told otherwise by the Scoutmaster.
- Uniform requirements as covered previously. Due to the high cost of the uniform items the purchase of uniforms may be spread out over several weeks. The shirt with the proper identification symbols should be the first priority.
- Due to the cost of equipment, the purchase should be restricted to essential items until the parents confirm the level of their Scout's interest in outdoor camping. The following personal equipment items will be required at some time during a Scout's career. Discuss equipment purchases with the Equipment Coordinator, Scoutmaster or Assistant Scoutmaster and Scout before you make expensive purchases.
  - Sleeping bag rated to 0 degrees Fahrenheit or lower
  - Canteen or water bottle
  - Backpack, internal frame type is suggested
  - Flashlight with fresh batteries, extra batteries
  - Toilet kit with personal hygiene items to include toothbrush, toothpaste, comb, soap, bath towel, washcloth, deodorant, etc.
  - Emergency toilet paper
  - Sweater/jacket/hooded sweatshirt

- Poncho or rain coat
  - Change of socks, underwear and outer wear
  - Personal first aid kit as described in the Scout Handbook
  - Hiking boots
  - Pocketknife
- It is Troop 599 policy that at least 2 scouts will sleep in every tent at the discretion of the scoutmaster or assistant scoutmasters. No 2 scouts with greater than 3 year's difference in age will be assigned a tent together. This fills safety requirements and promotes working together as a Patrol. Troop 599 has enough tents to accommodate campers; however, Patrol Leaders shall make tent assignments. The Patrol Leader will adhere to the desires of his Patrol for tenting arrangements as much as possible. Scouts desiring to use personal tents will be allowed to provide their own tent; as long as the tent is exactly like the Troop tents and the scout is prepared to share their tent in accordance with BSA and Troop safety considerations.
  - Adults desiring to accompany the Troop on a camping trip need to provide their own tents unless there is a Scout tent available.

## Chapter 11: High Adventure

High Adventure activities will be designed to provide a challenging outdoor experience for the Scouts, one which will help them develop teamwork skills and allow them to practice their accumulated Scouting skills.

- The Troop will plan a High Adventure activity each year, alternating between events/trips with substantial travel and expense and lower-cost, closer-to-home events/trips. High Adventure trips can be to BSA bases such as Philmont, Sea Base, etc., or to an event planned and conducted by the Troop itself.
- High Adventure events will be restricted to Scouts who have reached the age of 13 prior to departure on the trip, have reached at least the rank of First Class Scout, and have completed the required merit badges as determined in advance by the planning committee. Exceptions will be considered on a case-by-case basis.
- The Troop Committee is responsible for establishing a High Adventure calendar that will include at least two registered adult leaders likely to participate in the event, and an equal number of senior Scouts, including the current SPL and ASPL. The committee will determine the location, dates, and likely costs, possible activities of the event and merit badges which will be required prior to the event. The required merit badges will typically be chosen based on skills relevant to the event. The committee will choose 2 – 4 options that meet the needs and objectives of the Troop. The committee will present the options at a Troop meeting to which parents have been invited and will facilitate discussion of the options with the Scouts. The Scouts eligible to attend based on age and rank, will be responsible for selecting the High Adventure activity from among the options by majority vote.
- After the Scouts have voted and have chosen an activity the following information will be sent out in a flyer from the coordinator:
  - Location, date, time
  - Estimated cost
  - Itinerary and activities for the event
  - Eligibility requirements and criteria for election of participants if the number eligible and desiring to attend exceeds the trip limit.
  - Merit Badges needed prior to attending.
  - Make reservations and file tour permits
  - Request and track payments and health forms from the participants
  - Prepare a list of personal, patrol and troop gear that will be needed

## **CHAPTER 12: Code of Conduct**

Along with the opportunities that scouting offers to each Scout comes the obligation to conduct himself during Troop meetings and activities in a manner that is consistent with the characteristics called for by the Scout Law. A Scout will be expected to display courtesy and helpfulness to others and obedience to Junior and Adult leadership. Compliance with health, safety, and Troop operation rules will be emphasized and required. All Scouts will follow the rules set up by the Troop Leaders for their safety and protection AT ALL TIMES. Disrespect for adult and Troop Leadership will be dealt with immediately and may result in the removal of the Scout from the activity.

Discipline policy in Scouting is simple; the doors of Scouting are always open to those who strive to follow its law. Adherence to Troop 599 policies will, primarily, be handled by the boy leaders with adult intervention only to maintain safety, preclude property damage, avoid disrupting other organizations' activities an/or restore order in extreme cases of unruliness.

Obedience in Troop 599 is to the Scout Oath and Law. The Oath and Law make being a good citizen of the Troop, camp or community possible. Obedience to the Scout Law includes respect for Scout leadership and adult leaders and all members and guests of the Troop. Respect for adults and Scout leaders is expected. Under no circumstances will adult or boy leaders administer punishment for any reason. Hazing, of any type, will not be tolerated. Boys or adults observing such activity will take immediate measures to stop such activity.

Scouts unable to follow the Code of Conduct or policies of the Troop will be brought before the Scoutmaster and/or Troop Committee for advisement and/or disciplinary action. This may include inability to advance for up to 6 months if the problem continues. It is not the intention to restrict the individual's privileges to attend meetings or outings or be a member of Troop 599. It is the intention to make a better Scout, not to punish an undisciplined individual. As such, disciplinary action will revolve around community service and a better understanding of the Scout Law, rules, regulations and the "Code of Conduct".

### **Participant Code of Conduct and Disciplinary Action Plan**

The troop committee has established a Participant Code of Conduct and a Disciplinary Action Plan.. *Copies of these can be found in the Addendum section of this booklet.*

### **Appeals**

If, at any time, a Scout or parent(s) feels that he/they have not received fair consideration, the matter may be brought to the Troop Committee. In order to make an appeal, the Scout or adult will write a description of the situation and forward it to the Scoutmaster and the Troop Committee Chair.

The Scoutmaster and the registered adult leaders most involved in the matter will be responsible to attend the Troop Committee meeting at which the appeal is presented and to make a recommendation to the Troop Committee.

## Chapter 13: Policy Revision, Review and Approval Process

Amendments to this Handbook will be made after the proposed change is submitted in writing to the Troop Committee Chair by a registered adult leader, Assistant Scoutmaster or Scoutmaster, presented and discussed at a regularly scheduled Troop Committee meeting, and approved by a simple majority vote.

### Policy Review

In November each year the Troop Committee will appoint a Policy Review Committee, which may consist of both Scouts and Adults to review Troop 599 Handbook.

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Troop Committee Chair

Date Approved

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Scoutmaster

Date Approved

## Scout and Parent Acknowledgement

I have read and understand the Troop 599 Handbook. Please sign below and return to Advancement Chair.

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Scout Signature

Date

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Parent/Guardian Signature

Date

**Participant Code of Conduct  
Troop 599  
Statement of Understanding**

Each registered member of Boy Scout Troop 599 will practice living the Scout Oath and Scout Law in everyday life as well as at all scouting functions.

**All youth and adult participants are expected to abide by the following Code of Conduct as follows:**

1. I will know and do my best to abide by the Scout Oath and Law and Outdoor Code
2. I will do my best to be on time and in the proper uniform for all meetings and scheduled Scouting events.
3. I will show respect to Troop Leaders, other Scouts, other People, Nature and Property.
4. I will not haze, horseplay, or injure another person or abuse things that belong to another person.
5. I will participate in the activities of my patrol and troop to the best of my abilities.
6. I will not use profanity, drugs, alcohol, or tobacco while at any Scouting function.
7. I will not take dangerous or unauthorized items (fireworks, firearms, bows/arrows, sling shots, electronic devices, toys, etc.) to Scouting functions.
8. I will attempt, by word and deed, to bring honor upon myself, my patrol and my troop.
9. I will strive to advance in rank and aspire to earn the title of Eagle Scout.

Non-compliance with any of the above Code will result in the Scout facing one or more of the following actions:

- One-on-one meeting with Senior Patrol Leader and/or Scoutmaster.
- Personal meeting with the Patrol Leaders Council or a group of designated adult leaders.
- Letter of apology prepared by the Scout
- Scout's parent(s) requested to attend troop events with Scout.
- Scout and parent(s) present themselves before the Troop Committee.
- Community Service hours specified by the Scoutmaster or Troop Committee.

I have read and understand Troop 599 Code of Conduct and will comply with it to the best of my ability.

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Scout Signature

Date

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Parent/Guardian Signature

Date

## **Supplement to the Participant Code of Conduct**

### **Troop 599**

### **Disciplinary Action Plan**

The Disciplinary Action Plan will be based on a 3-month calendar cycle. When a scout has received his third warning at any one meeting he will automatically advance to the next disciplinary phase. If a scout receives 2 warnings or less in a phase he will start anew in that disciplinary phase at the next meeting. After each 3-month cycle every scout will start with a clean slate.

#### **Disciplinary Phases**

The Scoutmaster and/or Assistant Scoutmasters participating in the meeting will determine whether a scout will receive a warning for any given offense.

1. After a scout receives his third warning for disrespect and/or behavior violations he will be removed from the group and be placed off to the side for a 10-minute time out. The scout now advances to Disciplinary Phase 2.
2. After a scout receives his third warning for disrespect and/or behavior violations he will lose the privilege of the next Troop outing he would like to participate in. (Note: The scout can redeem the privilege by explaining the Scout Oath and Law to the Troop with an apology.) The scout now advances to Disciplinary Phase 3.
3. After a scout receives his third warning for disrespect and/or behavior violations his parent/guardian will be called and asked to pick up the youth. The next meeting the parent/guardian will be required to attend the meeting with the youth. The scout will continue to repeat Disciplinary Phase 3 for remainder of the 3-month cycle.

Troop Campouts Disciplinary Phases (Note: Scout starts with clean slate on each campout.)

The Scoutmaster has the final say whether a scout should receive a warning for any given offense. All offenses shall be reported to the Scoutmaster for evaluation. The Scoutmaster decides what the predetermined camp duty will be at the start of the campout.

1. After a scout receives his third warning for disrespect, not performing his duties per the Boy Scout Troop 599 Camp Duties Roster., and/or behavior violations he will be assigned a predetermined camp duty, plus fulfilling his current assigned duties. The scout now advances to Disciplinary Phase 2.
2. After a scout receives his third warning for disrespect, not performing his duties per the Boy Scout Troop 599 Camp Duties Roster., and/or behavior violations he will lose the privilege of the next Troop outing he would like to participate in. (Note: The scout can redeem the privilege by explaining the Scout Oath and Law to the Troop with an apology.) The scout now advances to Disciplinary Phase 3.
3. After a scout receives his third warning for disrespect, not performing his duties per the Boy Scout Troop 599 Camp Duties Roster., and/or behavior violations his parents/guardian will be called and asked to pick up the youth. The next campout the parent/guardian will be required to attend the campout with the youth.

I certify I have read the Disciplinary Action Plan and agree to abide by the conditions in the Code of Conduct as a participant in the Troop activities which apply herein.

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Signature of Participant

Date

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Signature of Scoutmaster

Date

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Signature of Parent/Guardian

Date