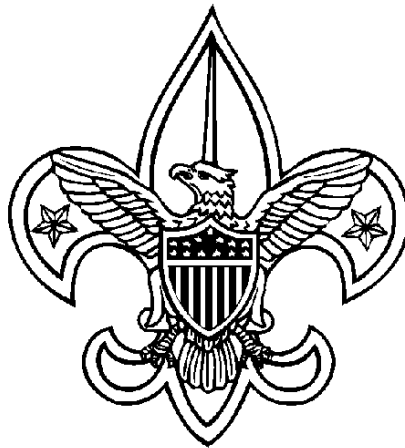




Boy Scout Troop 75

A Guide for New Scouts



Boy Scout Troop 75
Good Shepherd Lutheran Church
Naperville, IL

January 1, 2012

Scouts, Parents, and Friends,

Welcome to Boy Scout Troop 75 of Naperville. This handbook was created to serve as a guide to our Scouts and their families and brings together information from a wide range of sources. We've consolidated the information into a format designed to be used as a ready reference for Troop 75 families.

If you're not familiar with the Scouting program, the Introduction to Scouting (Chapter One) should provide a jump start in the Scouting adventure. The remainder of the handbook focuses on specific areas of interest to Scout families.

The purpose of this handbook is to provide a ready source of information for members of the Troop and their parents. Despite our best efforts to provide accurate and complete information, you may run across errors, omissions, or areas that need further clarification. No handbook is perfect and I'm always interested in your feedback and suggestions for improvements or possible additions. Your input can make this handbook even better.

Wishing you the best in your Scouting adventure . . .

Yours in Scouting,

John Boyle,
Scoutmaster
Troop 75

Table of Contents

| | |
|---|-----------|
| Table of Contents | 2 |
| Chapter 1 – Introduction | 5 |
| Introduction to Troop 75..... | 5 |
| Meetings..... | 5 |
| Joining the Troop..... | 5 |
| Contact Information..... | 7 |
| Introduction to Scouting..... | 8 |
| Boy Leadership and the Patrol Method..... | 8 |
| Troop Organization..... | 8 |
| Rank Advancement..... | 9 |
| The Cost of Scouting..... | 9 |
| Activities..... | 10 |
| Uniforms..... | 10 |
| Youth Protection and Safety..... | 10 |
| A Few More Rules of Note..... | 10 |
| A Scout’s Responsibilities..... | 11 |
| Scout Leader’ Responsibilities..... | 11 |
| Parents’ Responsibilities..... | 11 |
| A Closing Note..... | 11 |
| Chapter 2 – Aims and Methods of the Scouting Program | 12 |
| The Beginning of Scouting..... | 13 |
| Chapter 3 – Troop Organization | 15 |
| Scout Organization and Leadership..... | 15 |
| Adult Organization and Leadership..... | 16 |
| Chapter 4 – Troop Communications | 18 |
| Chapter 5 – Uniforms | 20 |
| Types of Uniforms..... | 20 |
| Where to Get Uniforms..... | 21 |
| Chapter 6 – Camping and Campouts | 22 |
| Types of Campouts..... | 22 |
| Before the Campout..... | 22 |
| During the Campout..... | 23 |
| After the Campout..... | 23 |
| Summer Camp..... | 23 |
| <i>Traditional Summer Camp</i> | 24 |
| <i>High Adventure Camp</i> | 24 |
| What Adults do on Campouts..... | 24 |
| <i>The Adult Leader</i> | 24 |
| <i>The Adult Patrol</i> | 24 |
| <i>Adult/Scout Tenting</i> | 25 |
| <i>Tobacco/Alcohol</i> | 25 |
| <i>Adult Leader Training</i> | 25 |
| Campout Equipment..... | 25 |

| | |
|---|-----------|
| Getting Started With Camping..... | 25 |
| Troop Provided Equipment..... | 25 |
| Personal Equipment Items and Recommendations..... | 26 |
| <i>Backpacks</i> | 26 |
| <i>Sleeping Gear</i> | 26 |
| <i>Things to Wear</i> | 26 |
| <i>Footwear</i> | 27 |
| <i>Toiletries</i> | 27 |
| <i>Cooking Gear</i> | 27 |
| <i>Other Gear</i> | 27 |
| <i>Closing Comments</i> | 28 |
| Chapter 7 – Advancement..... | 29 |
| Scouting Ranks..... | 29 |
| Completing Advancement Requirements..... | 29 |
| Scoutmaster Conference..... | 30 |
| Board of Review..... | 30 |
| Court of Honor..... | 31 |
| Other Comments..... | 32 |
| Chapter 8 – Merit Badges..... | 34 |
| Merit Badge Procedures..... | 34 |
| Merit Badge Tips..... | 36 |
| Chapter 9 – Training – Adult and Scout..... | 37 |
| Adult Training..... | 37 |
| Scout Training..... | 38 |
| Chapter 10 – Money Matters..... | 39 |
| The Troop Budget..... | 39 |
| Fund-raisers..... | 39 |
| Expense Reimbursement..... | 39 |
| What is a Scout expected to pay for?..... | 40 |
| The Scout Account Program..... | 40 |
| Chapter 11 – Service to Others..... | 43 |
| What are Service Hours?..... | 43 |
| Recording Service Hours..... | 43 |
| Chapter 12 – Medical Matters..... | 44 |
| Permission Slip..... | 44 |
| Summer Camps..... | 44 |
| Prescription and Over-the-Counter Medications..... | 44 |
| BSA Medical Forms..... | 45 |
| <i>Class 1</i> | 45 |
| <i>Class 2</i> | 45 |
| <i>Class 3</i> | 46 |
| Chapter 13 – Safety and Discipline..... | 47 |
| Guide to Safe Scouting..... | 47 |
| Two Deep Leadership..... | 47 |
| Discipline..... | 48 |
| Chapter 14 – Other Miscellaneous Topics..... | 49 |

| | |
|---|-----------|
| The Troop Calendar and Annual Planning Meeting..... | 49 |
| Order of the Arrow..... | 49 |
| Special Awards..... | 49 |
| Chapter 15 – Expectations of Scouts and Parents..... | 51 |
| Scouts..... | 51 |
| Parents..... | 51 |
| Appendix..... | 52 |
| Troop 75 Car Camping Checklist..... | 53 |
| Service Project Report..... | 55 |
| Scout Account Reimbursement Form | 56 |
| Expense Reimbursement Request Form..... | 57 |
| BSA Medical Forms..... | 58 |

Chapter 1 - Introduction

Introduction to Troop 75

Troop 75 was chartered in 1990 and is sponsored by Good Shepherd Lutheran Church. The church provides us with a place to meet and other assistance as needed. Our liaison to the church is Pastor Gary Olson, the Charter Organization Representative. It should be noted that, while we are sponsored by Good Shepherd Church, Troop 75 is open to boys and families of all religious backgrounds. Finally, there is an extensive Boy Scout organization above the troop level made up of both volunteer and professional Scouters who help carry out the Boy Scouting program. Boy Scout Troops in our area are members of the Indian Prairie District (<http://www.indianprairie.org>) that is part of the Three Fires Council (www.threefirescouncil.org).

Meetings

Boy Scout Troop 75 meets on Tuesday evenings from 7:00 PM to 8:30 PM at Good Shepherd Lutheran Church, located at 1310 Shepherd Drive, Naperville, IL 60565. Meetings are held in rooms 5A, B and C accessible through door “D” at the southeast corner of the church building.

Joining the Troop

Before a boy can enter a Scout Troop, he must meet the Boy Scouts of America age requirements by having completed the fifth grade, being 11 years old, or having earned the Arrow of Light Award, and he must be less than 18 years of age.

A boy may qualify under any of the following categories:

- He may be a new candidate crossing over from Webelos.
- He may be a new candidate entering Scouting with limited or no Cub Scouting experience.
- He may be a transferring Boy Scout.

All scouts joining the troop are required to fill out and sign the Boy Scout Application, Scout Personnel Data Collection Form, and medical history. This must be turned in to the Scoutmaster with the registration fee.

In addition Boy Scouts who transfer into Troop 75 are also required to fill out and sign the Scouts of America Transfer Application/Notice. This must be turned into the Scoutmaster who will turn it into the Council Office. The Council Office then processes these documents. Credit for merit badges, offices held, and honors secured (including the Order of the Arrow) are limited to those shown on the Transfer Application/Notice.

Boys that are new to scouting or transferring Boy Scouts may join the Troop at any time. Sometime during the January – March time frame, many boys cross over from their Webelos Cub Scouting programs to join Boy Scouts. All new recruits are placed in a New Scout Patrol. Through this program, the new Scout receives an orientation to Boy Scouts of America and specifically learns the operation of Troop 75 during his next four to five months. The new Scout participates in many of the regular Troop programs and outings, yet has his own activities where he learns basic personal and patrol skills and responsibilities which will prepare him for entry into the Troop structure.

Every Scout will need to purchase the Boy Scout Handbook. The Boy Scout Handbook is the official guide to Boy Scouting. The Boy Scout Handbook can be purchased at the Council Scout Shop or at Chalkboard stores.

The Boy Scout Handbook will serve as a guide through all the Scout's years of Scouting and will serve as the record for the Scout's advancement. Unlike the handbooks used at the different levels of Cub Scouting, a Scout will need to hold onto his Boy Scout Handbook for all his years in Scouting. It would be beneficial to purchase one with the sturdy book covers sold at the Scout Shop.

A Scout candidate will also need an official Boy Scout uniform with all of the appropriate insignia. These can also be purchased at the Scout Shop. The complete details of uniform needs and requirements are covered in the Scout Uniform section of this guide.

The Scout candidate's first requirement is to complete the exercises in the pamphlet *How to Protect Your Children from Child Abuse: A Parent's Guide*. This must be done with a parent. The Boy Scouts of America takes youth safety very seriously.

The Scout candidate's next goal will be to meet all the requirements for the Scout Rank in the Boy Scout Handbook in order to earn the Scout badge. After completing these requirements, the Scout candidate will request a Scoutmaster conference with the Scoutmaster. The purpose of this talk is to make sure every Scout candidate knows what it means to be a Scout. When this requirement is completed, the Scout candidate is officially a Boy Scout.

After the new Scout has completed all the requirements, he will be officially inducted into the Troop within the next few meetings and will receive the Scout Badge and the Scout Rank record card.

Contact Information

Scoutmaster

John Boyle
(630)291-9623
scoutmaster@napervilletroop75.org

Committee Chairperson

Donna Wandke
(630)983-5664
committeechair@napervilletroop75.org

Council

Three Fires Council
Norris Scout Service Center
415 North Second Street
St. Charles, IL 60174
Phone: (630) 584-9250
FAX: (630) 584-8598
<http://www.threefirescouncil.org>

District

Indian Prairie District
<http://www.indianprairie.org/>

Scout Shops

Deicke Scout Shop
155 W Roosevelt Rd, West Chicago
630-231-3192

Norris Scout Shop
415 North Second, St. Charles
630-584-9250

Introduction to Scouting

The Scouting movement was started in England in the early 1900s by Lord Robert Baden-Powell, a retired British Army general famous for his leadership during the Boer War in South Africa. Scouting brought together skills that Baden-Powell had developed as a boy and his years of experience in training soldiers. The movement came to America in 1910 when an American businessman, Mr. William Boyce, learned about Scouting during a trip to England and fashioned a similar program upon his return to the United States. Scouting today continues to embody the same principles of integrity and service to God, country and others that were the cornerstones of the program set forth by Lord Baden-Powell.

Every boy in the program takes the following oath – ***The Scout Oath*** – and is expected to live its principles in his daily life:

"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."

Additionally, each Scout is expected to follow the 12 points of the ***Scout Law***:

"A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent."

Boy Leadership and the Patrol Method

Boy Scouts are run by the boys themselves under the guidance and mentoring of adults. The senior patrol leader (SPL) is the Scout responsible for leading the Troop. He runs the meetings, organizes activities, and works with the Scouts and Scoutmaster to ensure the smooth functioning of the Troop. One of the underlying principles of the early Scouting program that still remains today is the "Patrol Method." Boys work better together when divided into small groups of 5-10 – each patrol develops its own identity and can have activities of its own apart from the Troop as a whole. A "New Scout Patrol" is generally formed for new boys just joining Boy Scouts. This allows them to focus on basic Scouting skills. Each patrol is headed up by a patrol leader elected by the members of the patrol. There are a number of other leadership positions in both the Troop and patrols – a complete listing, with responsibilities for each, is included in Chapter 3 of this handbook. A "patrol leaders' council" (PLC) consisting of the senior patrol leader, assistant senior patrol leader, and patrol leaders meets monthly to plan Troop activities.

Troop Organization

The Scoutmaster and his assistants provide adult leadership for the Troop and help the boys select, organize, and carry out their activities. Additionally, the Troop has a Troop committee that approves, oversees, and helps carry out the Troop's Scouting program. All parents of Scouts are invited to join the Troop Committee and we

encourage all parents to attend the monthly committee meetings (typically held on the first Monday of each month).

Our Troop is sponsored by the Good Shepherd Lutheran Church. The church provides us with a place to meet and other assistance as needed. Our liaison to the church is Pastor Gary Olson, the Chartered Organization Representative. It should be noted that, while we are sponsored by the Good Shepherd Church, Troop 75 is open to boys and families of all religious backgrounds. Finally, there is an extensive Boy Scout organization above the Troop level made up of both volunteer and professional Scouters who help carry out the Boy Scouting program. Boy Scout Troops in our area are members of the Indian Prairie District that is, in turn, part of the Three Fires Council.

Rank Advancement

Upon completing the joining requirements a boy becomes a "Scout" and begins his advancement trail. Basic "Scoutcraft" (e.g. camping, first aid, nature) skills are emphasized in the first three ranks: Tenderfoot, Second Class, and First Class. While Scouts can simultaneously work on the requirements for each rank, the actual ranks must be earned in order. Each requires demonstration of certain skills, completion of a number of service hours, and certain Troop and leadership activities. Upon completion of requirements, each Scout will have a Scoutmaster conference to review his readiness to advance, and a "board of review" where he presents himself before a board of committee members for final approval. After the First Class rank, advancement requirements are based primarily on merit badges, service hours and successful participation in Troop leadership positions. Merit Badges require completion of certain requirements related to a skill, hobby, or avocation (e.g. Camping, Coin Collecting, Cooking, Aviation, etc.). A Scout has to demonstrate completion of the requirements to a "merit badge counselor" – an adult specifically designated to help with a particular merit badge. Please see the Scoutmaster to help you find a merit badge counselor in the area for the badge that you are working on. Chapter 8 of this handbook covers the procedures that must be followed when earning a merit badge. Scouts should familiarize themselves with the proper procedures before beginning work on a merit badge – to do otherwise could result in a Scout's effort not being recognized for fulfilling merit badge requirements.

The Cost of Scouting

Troop 75 dues are \$75.00 per year. This non-refundable fee covers basic Troop costs and a subscription for each Scout to *Boys' Life*, the official BSA magazine. Additionally, each Scout is expected to pay required fees for activities along with the cost of food during campouts. Anticipated costs for each event are announced in advance at Troop meetings. A Scout is also expected to have certain items of personal camping equipment. Suggested lists are discussed in Chapter 6.

Each Scout can also earn money in his "Scout Account". Through the "Scout Account" the Troop returns a portion of a Scout's fund-raising dollars to help defray the Scout's expenses. See Chapter 10 for more information on Scout Accounts.

Activities

The Troop normally schedules at least one outdoor activity (hiking, camping, etc.) each month. Additionally, we schedule other activities such as tours and merit badge workshops. We also schedule two summer outings each year – the first is the “traditional” summer camp open to all scouts. The second is a “high adventure” outing open to boys who have earned the rank of First Class and are 13 and older. Many other activities are also available through the District and Council organizations. We try to provide information on these activities at the Troop meetings, but don’t hesitate to ask if you need further information on any activity.

Uniforms

The Boy Scouts of America is a uniformed organization and each Scout is expected to have a complete uniform and wear it in accordance with BSA and Troop guidelines. See Chapter 5 for more detailed information on uniforms – their proper wear and placement of patches and insignia. The Troop maintains a limited uniform exchange of uniform items available for purchase.

When a boy joins Troop 75, he will receive as a gift from the Troop:

- A Troop 75 numeral patch for his uniform
- Green epaulets for his uniform
- A black neckerchief and slide
- Troop 75 hat
- Name Tag

Youth Protection and Safety

BSA has an extensive set of guidelines concerning safety in the Scouting program and Boy Scouting has an excellent safety record. Also, youth protection guidelines require that at least two adults must be present at all Scouting activities and under no circumstances will an adult be left one on one with a Scout who is not his or her son. Likewise, Scouts participating in activities where they will be meeting with an adult (e.g. merit badge counselor) must bring a buddy or parent along or the activity cannot take place.

A Few More Rules of Note

Boy Scouts are not allowed to carry or use knives, hatchets, saws, or other cutting tools until they’ve received their “Totin’ Chip” card following completion of a hands-on safety course. Additionally, Scouts cannot carry any knife with a blade exceeding four inches. Scouts cannot carry matches or build fires until receiving their “Firem’n

Chit” certifying completion of a fire safety course. Also, although Troop 75 allows some flexibility in the wearing of the uniform (see Chapter 5), we adhere to the BSA guidelines against the wearing of camouflage clothing during BSA activities.

A Scout’s Responsibilities

Boy Scouting teaches responsibility. A Scout is expected to take responsibility for his own Scouting career – seeking advancement, learning, and leadership. Adult leaders help guide the Scout, but it is up to the Scout himself to contribute to his own advancement and Troop leadership. Scouts help their fellow Scouts by being both good leaders and good followers and always follow the 12 points of the Scout Law.

Scout Leaders’ Responsibilities

Scout leaders help the Scouts on their Scouting journey – mentoring, demonstrating, and teaching. Leaders ensure a quality, safe, and enjoyable Scouting experience.

Parents’ Responsibilities

Without strong parental support, the Troop's program will fail. Encourage and help your son in his Boy Scout adventure. As a small Troop, we rely heavily on ALL parents to make a contribution toward the Troop program, but this need not be a large time commitment. An excellent way to begin is as a member of the Troop committee.

A Closing Note

Boy Scouting is a program that prepares boys for life as an adult. It teaches leadership, responsibility and integrity while providing opportunities for new experiences and just plain fun. Many former Scouts say that the introduction to their life’s profession came through merit badge work during their Scouting years. Rank advancement teaches the importance of pushing yourself and the rewards that come from working toward established goals. A board of review teaches Scouts to present themselves in a professional manner before a group of adults. Camping not only teaches outdoor skills, but also the importance of teamwork and compromise. It reinforces a Scout’s confidence in his ability to take care of himself and deal with new situations. Leadership positions in Scouting prepare a Scout for leadership positions later in life. Service projects teach the importance of giving back to the community. And so the list goes on. But, also, as in all endeavors of life, you get out of something what you put into it. Scouting offers many opportunities, and the Scout must take the initiative to make those opportunities a part of his life.

Chapter 2 - Aims and Methods of the Scouting Program

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.

The methods by which the aims are achieved are listed below. Each is of equal importance.

- **Ideals.** The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.
- **Patrols.** The patrol method gives Boy Scouts an experience in group living, participating citizenship, and leadership. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine Troop activities through elected representatives.
- **Outdoor Programs.** Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at Troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.
- **Advancement.** Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.
- **Associations with Adults.** Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the Troop. In many cases a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.
- **Personal Growth.** As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as

they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

- **Leadership Development.** The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.
- **Uniform.** The uniform makes the Boy Scout Troop visible as a force for 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 Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

The Beginning of Scouting

Scouting, as known to millions of youth and adults, evolved during the early 1900s through the efforts of several men dedicated to bettering youth. These pioneers of the program conceived outdoor activities that developed skills in young boys and gave them a sense of enjoyment, fellowship, and a code of conduct for everyday living. In this country and abroad at the turn of the twentieth century, it was thought that children needed certain kinds of education that the schools couldn't or didn't provide. This led to the formation of a variety of youth groups, many with the word "Scout" in their names. For example, Ernest Thompson Seton, an American naturalist, artist, writer, and lecturer, originated a group called the Woodcraft Indians and in 1902 wrote a guidebook for boys in his organization called the Birch Bark Roll. Meanwhile in Britain, Robert Baden-Powell, after returning to his country a hero following military service in Africa, found boys reading the manual he had written for his regiment on stalking and survival in the wild. Gathering ideas from Seton, America's Daniel Carter Beard, and other Scoutcraft experts, Baden-Powell rewrote his manual as a nonmilitary skill book, which he titled *Scouting for Boys*. The book rapidly gained a wide readership in England and soon became popular in the United States. In 1907, when Baden-Powell held the first campout for Scouts on Brownsea Island off the coast of England, Troops were spontaneously springing up in America.

William D. Boyce, a Chicago publisher, incorporated the Boy Scouts of America in 1910, after meeting with Baden-Powell. (Boyce was inspired to meet with the British founder by an unknown Scout who led him out of a dense London fog and refused

to take a tip for doing a Good Turn.) Immediately after its incorporation, the BSA was assisted by officers of the YMCA in organizing a task force to help community organizations start and maintain a high-quality Scouting program. Those efforts climaxed in the organization of the nation's first Scout camp at Lake George, New York, directed by Ernest Thompson Seton. Beard, who had established another youth group, the Sons of Daniel Boone (which he later merged with the BSA), provided assistance. Also on hand for this historic event was James E. West, a lawyer and an advocate of children's rights, who later would become the first professional Chief Scout Executive of the Boy Scouts of America. Seton became the first volunteer national Chief Scout, and Beard, the first national Scout commissioner.

Chapter 3 – Troop Organization

Scout Organization and Leadership

One of the key elements of the Boy Scouting program is the emphasis on youth leadership. Boy Scout leaders are not just leaders in name only, but are responsible for the operation of the Troop. There are few organizations that afford boys the leadership opportunities that they will have in Scouting. The basic role of adults in a Scout Troop is to serve as mentors for the Scout leaders – to train them and guide them toward effective leadership – and to make sure that the program is carried out safely in accordance with Boy Scout directives. It is, however, up to the boys themselves to run the Troop and carry out the program.

To do this, the Troop has a standard Boy Scout organizational structure. At the top is the Senior Patrol Leader (SPL) who is the Troop's senior boy leader. The SPL is elected by the Troop. He appoints an assistant, the Assistant Senior Patrol Leader (ASPL), that helps him carry out his duties and fills in when the SPL is absent.

The boys in the Troop are organized into patrols – groups of 5-10 boys that function as a team in carrying out the Scouting program. The patrols elect a Patrol Leader (PL) who, in turn, appoints an Assistant Patrol Leader (APL) to help him carry out his duties.

Every month, the SPL, ASPL, and Patrol Leaders meet in a group called the "Patrol Leaders' Council" (PLC) to set the Troop plan for the upcoming month and to discuss any other topics of interest.

Elections are held in March and September of each year to elect new leadership for the Troop. Any scout who has been an active member in the Troop is eligible to vote in Troop elections. A summary of Troop positions is as follows:

- **Senior Patrol Leader** - top Scout leader in the Troop. He runs Troop meetings, events, activities, and the annual program planning conference. He is responsible for carrying out the Troop program, assigning specific tasks to Scouts, and leading the patrol leaders' council.
- **Assistant Senior Patrol Leader** - fills in for senior patrol leader in his absence. He is also responsible for training and giving direction to other Troop leaders
- **Historian** - collects and maintains Troop memorabilia and updates the Troop bulletin board.
- **Librarian** - keeps Troop books, merit badge pamphlets, magazines, and other documents for use by members of the Troop.
- **Instructor** – responsible for teaching one or more skill areas to Troop members; considered an expert in his area.

- **Patrol Leader** - leads his patrol and represents them on the patrol leaders' council.
- **Assistant Patrol Leader** - fills in for the patrol leader in his absence.
- **Quartermaster** - responsible for Troop supplies and equipment.
- **Scribe** - the Troop secretary.
- **Troop Guide** - guides the new scout patrol.
- **Chaplain's Aide** – responsible for Troop religious needs.

Adult Organization and Leadership

While Scouting is touted as a “boy led” organization, the overall responsibility for making sure the Scouting program succeeds clearly rests with adult leadership. Within the Troop, there are two major adult leadership groups.

The Troop committee is the Troop’s “Board of Directors.” The function of the committee is to support the overall program, not to operate it. The committee is headed up by a chairperson and usually includes parents of the Troop’s Scouts. Other adults with an interest in Scouting can also be committee members. Duties of the Troop committee include the following:

- Ensure that quality adult leadership is recruited and trained, and select and approve the Troop’s Scoutmaster and assistant Scoutmasters.
- Ensure the Troop has an active program that meets the needs of the Scouts, parents, and complies with BSA standards.
- Interface with the Scoutmaster on policies relating to Boy Scouting, the Troop and the chartered organization.
- Serve as an interface with our chartered organization, Good Shepherd Lutheran Church, through the chartered organization representative.
- Support leaders in carrying out the Troop's program.
- Ensure finances are available to support a quality Scouting program.
- The Troop treasurer, a committee member, is responsible for finances – keeping track of funds and making disbursements in line with the approved budget plan.
- Obtain, maintain, and properly care for Troop property.
- Track scouts advancement through the ranks.
- Serve on boards of review and courts of honor.
- Aid the Scoutmaster in working with individual boys and problems that may affect the overall Troop program.
- Establish and approve the annual activity schedule.
- Help with the council’s annual “Friends of Scouting” fund-raising campaign.

While the Troop committee supports the Troop program, it does not operate it. That responsibility falls to the Scoutmaster (SM) and assistant Scoutmasters (ASMs). They train and guide the boy leaders to run the Troop and ensure that the Troop’s program is carried out in an effective and safe manner. The SM and ASMs are active

participants in Troop meetings and the outdoor program and must work closely with all of the Troop's Scouts to teach new skills, and with the Troop's Scout leaders to ensure their continued development as leaders.

Chapter 4 – Troop Communications

A Scout is responsible for knowing what is going on in the Troop, what events are coming up, and what events he plans to attend. Announcements are made at the beginning of every Troop meeting and Scouts should take note of the schedule of events and make plans to participate, if applicable. Scouts that miss a meeting should contact their patrol leader or other patrol member to get updated information about upcoming activities. Parents should ask Scouts about scheduled activities and events after every meeting to make sure the proper information makes it to the family calendar.

Additionally, information on Troop activities is available through three primary sources – email, the Troop website, and the Troop 75 Newsletter. “Troop updates” are sent from time to time via email with the latest information, changes, etc., and are sent to any and every email that’s on our list. Please make sure the email address(es) we’re using is current and that we’re using an address that you check frequently.

It’s particularly important to check emails daily when we’re getting close to an activity, as updates on how many people are coming, who is providing transportation, who is buying the food, etc. can change. The Scoutmaster may be contacted at scoutmaster@napervilletroop75.org.

The primary email address that the Troop uses is all@napervilletroop75.org. In addition the troop has created an email group for each family in the troop. The family email address will be lastname@napervilletroop75.org. Please let us know which email address you would like to have included in your families email group. Send you updates to webmaster@napervilletroop75.org. Each family can decide if they would like to have a scout’s personal email included in their group.

The Troop’s website www.NapervilleTroop75.org is updated frequently and is also a good source for current information, i.e. Troop calendar, newsletters, forms, permission slips, contact information, etc.

The Troop publishes a monthly newsletter that is handed out to the scouts and is also sent to the parents via email and posted on the Troop website. The newsletter includes the upcoming schedule and other news about Scout activities. We recommend that you keep the latest Troop information on your family calendar and discuss upcoming activities as a family to decide well in advance which Troop 75 activities you’ll be participating in.

While there are many valid reasons that a Scout cannot attend activities, he should develop the responsible approach of letting his leaders (patrol leader, or senior patrol leader) know when he’s unable to attend a meeting or activity. If a Scout expects to have extended absences from Troop activities due to scheduling conflicts (e.g. sports, church activities), he should personally notify the Patrol Leader or Scoutmaster.

Chapter 5 - Uniforms

Troop 75 expects our Scouts to properly wear the required uniform at meetings and activities. It is important for Scouts to take pride in the way they look personally, and to understand that, as they wear the uniform, they reflect the ideals of Scouting to the community as a whole.

The Boy Scouts publish a “uniform guide” that has rules for placement of lesser known insignia, but the placement of most insignia is listed on the inside front and back covers of your *Boy Scout Handbook*. The only patch that is transferable from Cub Scouts to the Boy Scout uniform is the Arrow of Light.

Types of Uniforms

- Class A uniform
 - Consists of:
 - Tan Scout shirt with all patches in place; green epaulets on shoulder tabs
 - Scout pants or shorts (green)
 - Scout belt (green with buckle)
 - Scout socks
 - Troop hat
 - Neckerchief and slide or a bolo tie if First Class or above
 - Shoes/Boots (suitable to the activity)
 - A Class A uniform should be worn to all Troop meetings (except from Memorial Day to Labor Day, when Class B uniform may be worn).
 - Troop 75 Scouts travel to and from campouts and other events in Class A uniform.
 - Tours and visits are normally conducted in a Class A uniform.
- Class B uniform
 - Consists of:
 - Troop 75 T-shirt (purchased from Troop)
 - Shoes/Boots (suitable to the activity)
 - Shorts or jeans (plain)
 - Class B uniforms are normally worn during campouts or other outdoor or sports activities and to regular Troop meetings from Memorial Day to Labor Day.
- Other uniform info:
 - The wear of camouflage or military style apparel as part of the uniform is prohibited by BSA policy.

- A merit badge sash is normally worn at courts of honor or boards of review only.
- A Scout that is a member of the Order of the Arrow can only wear the OA sash at official OA functions or while performing OA duties.

Where to Get Uniforms

Scout uniforms and uniform items can be purchased at:

- The Scout Store in West Chicago (155 W Roosevelt Rd, West Chicago, IL 630-231-3192)
- The Scout Store in St. Charles (415 North Secind St, St. Charles, IL 630-584-9250)
- Online from the BSA Supply Division www.scoutstuff.org
- Chalkboard Stores

The Troop has a limited number of uniform and uniform parts available for purchase that have been recycled as Scouts outgrow them.

Chapter 6 - Camping and Campouts

The outdoor program is at the heart of Scouting. Many of the requirements for advancement in Boy Scouts relate directly to camping. In Troop 75 we typically schedule a campout for every month and encourage maximum participation on the part of our Scouts. On campouts the boys not only learn about camping skills and nature, they also learn about cooperation, teamwork, and leadership.

Types of Campouts

- Car Camping – Troop 75’s most common type of camping – we park close to the campsite and everything can be easily carried from the car
- Backpacking – A camper carries all of his gear on his back – it’s essential to pack only what you need
- Cabin Camping – We’ll stay in a cabin; a kitchen is normally available. Scouts don’t need tents, but will need a sleeping bag
- Summer Camp – requirements vary depending on the camp – typically, this is similar to Car Camping but for five or six days instead of two.

Before the Campout

- Permission slips for outings are typically handed out three or four weeks before the outing. They are also available on the Troop 75 web site. For planning purposes, we prefer that permission slips be turned in two meetings before the trip. At that time, please turn in:
 - Registration fee: The cost of a weekend campout covers the cost of food, camping and activity fees.
 - Permission slip: This is a requirement for each activity. Permission slips can also be printed from the troop web site.
- Use the camping checklist! (See the appendix of this manual or the camping section of the Boy Scout Handbook.). Even seasoned campers should use a checklist to make sure nothing is forgotten. Parents – resist the urge to pack for your son. He has the list – give him guidance, but let him do the packing.
- Plan your activities – many requirements for rank advancement or merit badges can only be performed on a campout. Scouts should plan in advance to have these signed off and work with the adult leaders to make it happen.
- However you pack – using a backpack or a duffel bag – each Scout should be able to carry his own gear in a single trip. Do not use trash bags as these may be accidentally thrown away.
- Food:
 - Each patrol plans its own menu for a campout.
 - One patrol member will be designated to purchase the food and will have a budget (typically \$10 per person) based on the number of Scouts and adults eating with the patrol.

- If you're the parent of the food purchaser, provide guidance but let the Scout do the planning, selection and purchase.
- Submit a form (sample in the appendix) to the Troop treasurer for reimbursement.
- Camping no-no's – no electronic entertainment! (Electronic games, mp3 players, etc. are OK for the ride, but must be left in the vehicle when we get to the campsite.). Also, no soft drinks or devices that shoot projectiles (slingshots, BB guns, bow and arrows, etc.).
- Most common problems
 - Forgetting essential equipment items (not using the checklist).
 - Not having quick access to rain gear (don't want to have to completely tear apart your camping gear to find the poncho while you're standing in the pouring rain).
 - Not having a flashlight available – it's dark at night and, if you don't know where your flashlight is, you'll need a flashlight to find it.

During the Campout

- Scouts should pay special attention to completing advancement and merit badge requirements. A number of these requirements can only be completed while camping. It's a Scout's responsibility to get these completed and go over them with an adult leader or older Scout.
- If you're an adult and you'd like to come camping with us, by all means Do so! But first, please read the "What Adults do on Campouts" topic later in this chapter.
- Most common problems
 - Getting wet . . . and cold. Cotton retains moisture and draws heat from the body. It is not a particularly good thing to wear while camping. Wear layers and change wet clothing as soon as possible.
 - Drink water – the most common medical problem with Scouts is dehydration.

After the campout

- Dry your gear – tents should be aired out to make sure they're completely dry. Even a small amount of moisture will lead to mildew and ruin the tent.
- Other gear needs to be dried as well.
- Clean your gear, make sure it's ready for the next campout and pack it away properly.
- Replenish any supplies you've used so you're ready for next time.
- Turn in any Troop gear that you've checked out/been assigned to the quartermaster.

Summer Camp

Each year we schedule two summer camps – the “traditional” and high adventure. Camp selection is voted on by the Scouts and approved by the Troop committee with input from parents and adult leaders.

Traditional Summer Camp

Every Scout should participate in the Troop’s annual summer camp. It’s a great way to meet new Scouts, get to know the Scouts in our Troop, and develop new skills. We select camps that cater to the needs of all Scouts, whether they’re new to the program, or “seasoned” scouts. New Scouts will typically be involved in a program that specifically targets advancement requirements through the First Class rank and older Scouts can earn a wide variety of merit badges. Most camps also have a special program for older Scouts, such as the Challenging Outdoor Program Experience (COPE), that includes team building exercises, climbing, rappelling, and other special activities. (Scouts must normally be 13 years old and have the First Class rank to participate in COPE). For our traditional camps, we attend both in and out of our council to give our Scouts a varying camp experience. Each Scout camp tends to have its own “flavor” and offers different programs and activities for Scouts.

High Adventure

Each summer Troop 75 also goes on a high adventure trip. These trips offer challenging outdoor activities targeted at more experienced Scouts. Because the activities can be particularly rigorous (for example, a trek at the Philmont Scout Reservation can involve over 100 miles of hiking through the mountains of New Mexico), these trips have minimum age limits (13-14) and rank (First Class) requirements.

What Adults Do On Campouts

We absolutely encourage participation on the part of parents on Troop 75 campouts, but for those new to Boy Scouting there are some guidelines that we ask that you follow. While there are exceptions, these guidelines are in effect on most outings.

The Adult Leader

If you come on a campout, you do so in the role of an adult leader. You are expected to serve in that capacity, helping all Scouts as a Troop leader. In Boy Scouting, the primary job of the adult leaders is to ensure that the activity is safe and to assist the boys in carrying out *their* activities. The underlying principle is to encourage the boys and provide guidance, but not to do their work for them. Remember, we’re helping them to learn self-sufficiency and how to work on their own. That’s not to say that adults don’t pitch in – but it is important to let the boys learn by doing and let the boy leaders organize and carry out their activities.

Adult/Scout tenting

BSA youth protection policies forbid an adult and boy sharing the same tent unless they are father and son. That having been said, with rare exceptions, we ask that fathers not share a tent with their sons.

Tobacco/Alcohol

No alcohol will be consumed during Scout activities. Smoking by adults is prohibited while Scouts are in the same vehicle. Adults who use tobacco products must do so discretely out of sight of the Scouts.

Adult Leader Training

The *Scoutmaster Handbook*, published by the BSA, provides adults with an excellent overview of the program, its goals, and how to attain them. We highly encourage your taking the time to read it, even if you only plan to participate in Troop 75 activities on an occasional basis. You can borrow a copy from the Scoutmaster. Also, we highly encourage all adults to take official Boy Scout leader training. For more information see Chapter 9.

Campout Equipment

The following is an overview of camping equipment that will be needed as a Scout. It should be noted that a huge amount of detailed information about camping gear is available in books, magazines, and on the internet, much of it related to personal preferences.

Getting Started With Camping

Getting started in camping can be somewhat intimidating for those who have not done it, or not done it recently. There is lots of equipment on the market and there are plenty of opinions as to what is and isn't necessary. Following are some suggestions for deciding what you really need when you're first starting out.

Troop Provided Equipment

The Troop provides "common" equipment on a campout. This includes: tents, cooking gear, stoves, first aid kit, dining fly, lanterns, saws & hatchets, water jugs, coolers and miscellaneous tools. Scouts are not expected to pack this gear with their own equipment.

Personal Equipment Items and Recommendations

For the recommended list of items a scout should bring on a campout see pages 224 - 227 in the Boy Scout Handbook. The following are recommendations and observations of this Troop.

Backpacks

A backpack is not necessary unless we actually do backpack camping. Most of Troop 75's camping is "car camping" meaning that we camp close to where we park the cars. A duffel bag with handles is more than adequate for car camping.

Sleeping Gear

- Sleeping bags come in all shapes, sizes, and price ranges. For general use, a bag with synthetic fill (such as "Hollofil") that is rated at 20 degrees will suffice. Down filled is lighter and, therefore, generally preferable for backpacking. However, down sleeping bags are more expensive and can lose their insulating ability when they get wet! Therefore, many prefer synthetic fill sleeping bags because they retain their insulating properties even when wet. On very cold campouts, a fleece liner or second sleeping bag can be used to increase the warmth of a 20 degree sleeping bag.
- Sleeping pads. Keep in mind that you need to insulate yourself from the ground – a pad serves that purpose, as well as keeping you comfortable. There are two basic types (please don't bother with blow up air mattresses); foam pads and self-inflating pads (such as Thermarest). Either will suffice. The self-inflating pads tend to be more comfortable, but are also more expensive and less durable. Foam pads are nearly indestructible and much less expensive, both good qualities for a new scout.
- Pillow. Pillows are a matter of personal preference – There are inflatable pillows, backpacking pillows, or other small pillows. Some find that a rolled up jacket or sweater works just fine.

Things to Wear

What to wear is a function of the weather – how hot, how cold, or how wet. But keep a few things in mind:

- Rain gear – It will rain – be prepared. A good quality poncho is probably the best all around rain gear. Do not buy a plastic rain suit – they don't breathe and are miserable to wear. There are a number of high quality rain suits that do breathe (made out of fabrics such as gore-tex). These are great but tend to be very expensive and most boys will outgrow them long before they've gotten their (or their parent's) money's worth from them. Stick with the poncho.

- Clothing – The key to comfortable camping is staying dry and warm. Cotton clothing is not the way to make that happen. Cotton (such as blue jeans) gets wet and stays wet, and when it's wet the wearer gets cold and stays cold. Cotton T shirts may be OK for camping when it's warm and dry, but be prepared for other weather. Synthetics will wick moisture away from the body whether it comes from sweat or rain, and helps maintain a reasonable comfort level. For cooler weather, layering is the key . . . layers of clothing that can be put on or taken off as needed. Lastly, for camping trips, bring older clothes. They will get dirty and smell like a camp fire.

Footwear

Keeping your feet dry and comfortable are absolute musts when camping. For car camping, well-fitted sneakers should suffice, but bring an extra pair along as they do get wet (boys are attracted to water). Also keep in mind that heavy dew can get shoes just as wet as a heavy rain). Use hiking socks that wick moisture away from the feet. For hiking, boots are a necessity. Make sure they are high quality, fit well (when wearing thick hiking socks) and are broken in *before* going on a long hike.

Toiletries

Keep it simple. For a weekend campout all the typical Scout needs is a toothbrush, toilet paper, toothpaste, camp soap, and a small towel. A Scout can pack more, but it won't get used. Camping stores sell small camp towels which are lightweight, hold lots of moisture, and dry easily – nice, but certainly not a necessity.

Cooking Gear

As stated above, the Troop will provide the cooking gear – the Scout will need his "eating gear", consisting of a plate, bowl, cup, and some utensils. A rinse bag is a nylon mesh bag that comes in handy for rinsing and drying dishes.

Other Gear

- Scout knife (only if Tot'N Chip earned) – very handy, but no need to buy a Swiss Army Knife with 50 gadgets – a knife with a couple blades is really all the new Scout needs. Brightly colored is better. They routinely get dropped and a camouflage design on a knife will do precisely what it was designed to do – remain camouflaged.
- Compass – Go for the basics – remember, the basic function of a compass is to point north – until you're ready to do *a lot* of orienteering, about \$10 should buy a basic, quality compass.
- Sunglasses – If you get them, make sure they have UV protection – cheap sunglasses without UV protection are worse than no sunglasses at all.

- Emergency whistle – valuable to have if you mistakenly get separated from the group – nothing fancy.
- Rope – A small amount of nylon cord comes in handy for repairs, clotheslines, tent guys, etc.
- Flashlight – small, inexpensive, and brightly colored – and always bring extra batteries. Don't buy the ultra small penlights – they don't last long; don't buy the huge monsters that take 10 D-cells – they're way too big and heavy. The 2 or 4 "AA" cell yellow Eveready flashlights work just fine . . . and they're inexpensive. In recent years the cost of LED flashlights has fallen to the point that they are good choices for the new Scout, but they're still more expensive than the regular cheap flashlight. Also, a very handy specialized flashlight is one that is fitted with a headband – you can wear it on your head, freeing both hands to work on a task.
- Personal first aid kit – The Troop will bring a large first aid kit on any campout. A new Scout should prepare a personal first aid kit (requirement 6b for the Second Class rank) and bring it on all campouts and hikes. For further information refer to page 289 of the *Boy Scout Handbook*.
- Canteen or water bottle – In actuality, the containers that bottled water comes in will be sufficient for a new Scout. But, if you really want to buy a water bottle, buy a wide mouth one. They're easier to clean, easier to fill, and easier for adding ice. Most Scouts have the one liter, wide mouth Nalgene water bottles. They come in a variety of colors which is, of course, helpful in identifying your water bottle from the other 25 that are floating around a campsite. There are containers that will hold a water bottle and attach to belts or backpacks. Very few people use traditional canteens any more.
- Personal chair – a personal chair or stool can come in handy on campouts – but keep it small and lightweight. Most of our Scouts have a canvas folding chair to take along on car camping trips. A fold-up three legged stool works well also and won't require a separate trip to haul it to and from the car.

Hopefully this will help jump start the camping experience. As a Scout becomes more adept at camping, he'll have a better sense for what he needs and can make more informed decisions about purchasing (or not purchasing) camping gear.

Closing Comments

- For things that a Scout will not outgrow and is not likely to readily lose, it generally pays to go with higher quality the first time.
- A Scout should put his name on all personal gear with indelible marker or an engraving pen – despite our best efforts, things do get mixed up and this helps to sort things out.
- New Scouts should consult “veteran” scouts or adult leaders if there are any questions about need, type, or brand of equipment to purchase.

Chapter 7 – Advancement

Advancement through the ranks is one of the goals of Scouting. It teaches our Scouts to work toward a goal and develop a plan to achieve that goal. Along the way Scouts gain confidence in themselves as they learn and apply new skills. Each rank has an associated list of requirements, each with increasing challenge to the one before it.

Scouting Ranks

The first rank, Scout, introduces the new Scout to the Scouting program – teaching fundamentals such as the meaning of the Scout sign, law, and oath. Each Scout should immediately work toward completion of these requirements.

The next three ranks, that of Tenderfoot, Second Class, and First Class, emphasize “Scoutcraft” skills – basic skills that each Scout is expected to know and master – such things as outdoor skills, nature, first aid, and safety. The requirements for each of these can be worked on simultaneously. A Scout can complete first aid requirements, for example, for all three ranks at the same time. A Scout should set the goal of achieving First Class rank within his first year in the Troop.

The higher ranks, Star, Life, and Eagle are achieved primarily through earning merit badges. Each rank has a requirement for a number of merit badges, some of which must come from the “Eagle required” group. This group of 12 merit badges emphasizes citizenship, outdoor and emergency preparedness skills. All of these must be completed before becoming an Eagle Scout. Eagle required merit badges are: Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Environmental Science, Family Life, First Aid, Personal Fitness, Personal Management, Emergency Preparedness or Lifesaving, and Cycling or Hiking or Swimming.

The higher ranks also have leadership requirements and service to their community. Scouts are expected to develop their leadership skills as they mature in the program. Holding a leadership position clearly means performing in that position and not simply having the title. Scouts can expect to have their contributions as leaders evaluated as part of their Scoutmaster Conference or Board of Review. Service projects hours are also required for rank advancement. The Troop is always looking for service projects so feel free to make suggestions.

Completing Advancement Requirements

The following are specific procedures or tips for completing requirements: The requirements for each rank are listed in the *Boy Scout Handbook*. The Scout is expected to take the initiative to learn the background on a particular requirement and

demonstrate that knowledge to a qualified person. The requirement is specific and the expectations are no more or less than listed. “Demonstrate” means just that – the Scout must actually perform the action. Please note that, unlike Cub Scouts, parents do not sign off on advancement requirements (except Tenderfoot #10a & b (personal fitness) and 2nd Class #3 (flag ceremony)).

The requirements must be signed off by the Scoutmaster, Assistant Scoutmasters or other Scouts of the appropriate rank. Note, a Scout signing off on another Scout's requirement must be minimum rank of First Class and at least two ranks higher than the rank that the requirement is for. Requirements will only be signed off after the Scout demonstrates completion of that requirement. The Scout must present his Boy Scout Handbook for signoff within a reasonable amount of time. If this is not done, the Scout may have to demonstrate the requirement again.

Many advancement requirements can only be completed in conjunction with a campout. It is important that Scouts plan in advance to work on those requirements during a campout. If, for example, the requirement is to purchase food for the campout, the Scout must be assigned the duty during the planning meeting leading up to the campout. Scouts should ask for assistance if they have any questions about a requirement. The background material for all requirements through First Class is in the *Boy Scout Handbook*. Scouts should read the book in conjunction with their advancement.

Some merit badges have identical requirements as those in rank advancement, while some are similar. If the scout feels the merit badge requirements meet the advancement requirement, he must ask the Scoutmaster or Assistant Scoutmaster to sign it off. As with all advancement requirements, it must be signed off within a reasonable amount of time. The final decision as to whether the merit badge activity may count towards advancement is the Scoutmaster's.

When a Scout has completed all of the requirements for a rank he should verify this with his patrol's mentor. This is usually the Assistant Scoutmaster assigned to his patrol. The mentor will check that the troop official records have been accurately updated. When this has been done, the Scout may schedule his Scoutmaster Conference and Board of Review.

Troop 75 will typically hold Scoutmaster Conferences and Boards of Review on the third meeting of the month. A sign up sheet will be available at all regular Troop meetings. The Troop will make every effort to have enough adults present on that night to accommodate all of the Scouts who have signed up.

Scoutmaster Conference

The Scoutmaster Conference can also be done during a regular Troop meeting, campout, or the time directly before or after a meeting. Keep in mind that scheduling in advance is important because the program for the meeting will not normally

be modified simply to accommodate a last minute conference. The Scoutmaster Conference has no set agenda, but generally covers a review of the rank requirements and an overview of a Scout's progression, his opinions and comments about the Troop and Scouting program, and a plan for achieving the next rank.

Scoutmaster Conferences can also be held to discuss a Scout's lack of advancement, or behavior issues.

Board of Review

The primary purpose of a Board of Review is to verify a Scout's advancement record and pass him to his next rank, or in rare cases, to counsel a Scout who has not been advancing. The Board of Review process is an important part of the Boy Scout experience and benefits both the Troop and the Scout. It's an important way for the Troop committee to gain feedback on Troop activities, as Scouts are encouraged to let the board know what he likes and dislikes about the Troop, what ideas he has for activities, etc. It's also an excellent opportunity for a Scout to gain experience in the interview process – a skill which will come in handy when job hunting a few years down the road. With this in mind, the Troop committee has established some requirements for Scouts in preparing for a Board of Review.

- Wear the complete uniform. When interviewing for a job, a person is expected to be appropriately dressed. This is no different. The appropriate dress for a Boy Scout board of review is the Boy Scout Class A uniform in accordance with Troop policies.
- A Scout should always bring his *Boy Scout Handbook* to a board of review showing all requirements for the rank completed. Also, bring any blue merit badge completion cards that relate to the rank, if they have not yet been recorded by the advancement chairperson.
- The members of the board will then ask a series of questions. Some may be about the specific skills related to the rank advancement, although Scouts will not be asked to demonstrate skills that have been signed off. Some questions will be about how a Scout has brought Scouting into his everyday life. Some questions will be about how the Troop can improve. Here are some examples:
 - Do you have a Troop leadership position? If so, what have you done as a leader? How have the Troop and its Scouts benefited from your efforts?
 - What have you done today to follow the Scout motto? The Scout slogan? The ___th point of the Scout Law?
 - What service project(s) have you done? Did you enjoy it? Do you have ideas for other service projects?

- What did you enjoy most about working for this rank?
 - What progress have you made in working towards your next rank?
 - When do you expect to finish your next rank?
 - What are your long range goals in the Scouting program?
- Keep in mind that these questions are just samples. The board members will ask a wide variety of questions and, with advancing rank, expect the questions to be a bit more thought provoking.

If selected for advancement, a Scout will be presented the rank insignia and his advancement at the next court of honor. The official date of the new rank is the day that it was approved by the board of review. The clock for time requirements for the next rank begins ticking when the board approves the rank advancement.

Court of Honor

The Court of Honor is held two or three times each year (generally in May, August and February) to recognize the achievements of the Scouts in the Troop. Advancement and merit badges will be awarded at the ceremony along with recognition of Troop and/or patrol achievements. Class A uniforms (including sash) are required. A special Court of Honor is conducted to recognize and celebrate with a Scout when the rank of Eagle is earned.

Other Comments

- It is a Scout's responsibility to advance. A Scout should always have a plan for rank advancement and stick to it. Slow, steady progress is the key to success.
- Parents should monitor their son's progress and encourage his continued advancement. Scouts are supposed to do this on their own, but a tactful nudge from time to time is often in order.
- The board will expect a Scout in a leadership position to have fulfilled the responsibilities of that position. A Scout-led Troop relies upon its Scout leaders to do their jobs – this is important in the leadership development for the Scout as well as the effect on the Troop.
- It is very important to save all rank and merit badge cards. We suggest that you keep them in your Troop Notebook. They are your proof of completing requirements – should you transfer to another Troop or if there has been an error in recording your work, you will need this documentation when preparing for rank advancement and the Eagle Scout Board of Review.

Chapter 8 - Merit Badges

From the earliest days of Scouting, merit badges have been awarded to Scouts that have mastered a set of skills in a particular subject area. Today, there are over 130 merit badges that Scouts can earn.

Merit badges are a great way to learn about a new subject, or to delve a little deeper into an area that interests you. Merit badges may be earned at any time by a registered Scout. While it is recommended that Scouts concentrate on rank advancement until achieving First Class rank, it can be fun and rewarding to earn a few merit badges early on. Once a Scout has achieved the First Class rank, the requirements for rank advancement shift heavily toward merit badges. Star rank, for example, requires that a Scout earn six merit badges. Of those, four must be from the required list for Eagle Scout. Twenty one merit badges are required to attain the rank of Eagle Scout, and twelve must come from the “Eagle required” list – a special group of merit badges that emphasize citizenship, the outdoors, fitness, and life skills. As previously stated in Chapter 7, these are Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Environmental Science, Family Life, First Aid, Personal Fitness, Personal Management, Emergency Preparedness OR Lifesaving, and Cycling OR Hiking OR Swimming.

The list of requirements for each merit badge is published annually in a book called *Boy Scout Requirements*. It is important to use the latest edition, as the requirements are updated each year. The most current requirements are available at www.meritbadge.com, which also has links to many resources to help in learning about the subject of the merit badge. The BSA publishes a pamphlet for each merit badge which has all of the background information a Scout needs to study for the merit badge. The Troop has many of these available for checkout. They’re also available at Scout shops or by mail order at a nominal cost.

It’s a good idea to flip through the merit badge requirements book and plan ahead for badges you’d like to set your sights on. You’ll find that there are probably quite a few that you qualify for with just a little extra work because you’ve covered the material at school or as a hobby.

Merit Badge Procedures

So, how does a Scout get a merit badge? The procedures are simple, but please don’t skip steps. A Scout should follow these steps:

1. Pick a merit badge – the all-important first step. Make sure you have access to the merit badge manual and an approved counselor for that merit badge. Also, it’s important to make sure that the requirements of the merit badge are within your capabilities. For example, the Chemistry merit badge is best obtained after taking high school chemistry. If you need help finding

a merit badge counselor, consult one of the Troop's adult leaders.

2. Get an "Application for a Merit Badge" form, also called a "blue card" from the Scoutmaster. Make sure you fill it out properly – ask questions if you're not sure. The Scoutmaster will make sure you have a counselor lined up and that you're ready to take on the requirements of that merit badge before signing the blue card.
3. Familiarize yourself with the requirements and contact the merit badge counselor. Ask for guidance on any areas you don't understand. Remember, the counselor is there to provide assistance and to steer you in the right direction, not to serve as a substitute for studying the book. You and your counselor may decide on a number of progress checks to sign off on requirements as they're accomplished (particularly on some of the more complex or lengthy requirements).
4. **IMPORTANT!** If you visit a counselor, you **MUST** always go with a buddy. This can be a friend, parent, or sibling, but you cannot go alone. A counselor cannot, by Boy Scout regulations, meet with a Scout (other than his/her own son) without another person present. When you visit, you're expected to be prepared, and polite.
5. What's expected? You're expected to fulfill the requirements of the merit badge -- nothing more, nothing less. The merit badge book has the background needed to answer questions relating to the requirements - - use it as your guide. Pay careful attention to the requirements. If it says, "demonstrate", this means "demonstrate", not "discuss."
6. After you have completed all of the requirements, the merit badge counselor will sign your blue card. He/she keeps one part; you turn in the other two parts to the Scoutmaster for his final signature. He will then forward the card to the Troop's advancement chair. The Troop's advancement chair will make sure that the card is recorded in the Troops official records and that it is recorded with the local scout council office. The ultimate responsibility for completing the merit badge rests with the Scout! Until a blue card is properly completed and turned in, you have **NOT** completed the merit badge. Keep your copy! It's your record in case something gets lost (and that has been known to happen).
7. Your merit badge will then be presented at the next court of honor.

The most common mistakes in this process are:

- Not properly filling out the blue card (no name, or no merit badge name filled in).

- Not reading the merit badge book -- the book is specific and comprehensive, and it's obvious when a Scout hasn't taken the time to read it.

Merit Badge Tips

- From time to time Troops, districts, or councils will have "merit badge workshops." These gatherings are generally "self-contained" -- that means they teach you what you need to know, give you materials to complete all projects, and evaluate your work. The idea is to walk away with a completed merit badge and signed blue card. Sometimes there are requirements that must be completed in advance -- unless you do so, you'll walk away with a "partial" and could likely find it very difficult to get back with a counselor to complete the requirements.
- To maximize the number of badges you get at summer camp, look carefully at the requirements and complete as much in advance as possible. At camp you will have access to a wide range of counselors who are more than happy to sign off your badge requirements . . . but obviously can't sign off that a badge is completed until all requirements have been met. Leaving even one incomplete requirement means you'll have to find a counselor when you return home to verify that last requirement. It's far better to walk away from camp with a completed blue card.
- When you complete a merit badge at camp, give the blue card to your Scoutmaster while at camp. That way all blue cards get handed in and processed at the same time. Otherwise, they tend to disappear into corners of backpacks, jean pockets, or other strange places. Washing machines can do brutal things to blue cards.

Chapter 9 - Training – Adult and Scout

Scouting offers many wonderful training opportunities for both Scouts and adult leaders. Because of the nature of the program many new people enter each year. Therefore, the BSA has placed a great deal of emphasis on its training courses. These courses are well conceived, thorough, and taught by motivated instructors. Adult leaders should plan their personal training with assistance from the Troop's training coordinator.

Adult Training

The key adult training programs are:

- Youth protection training - Youth Protection training provides adult volunteers with an understanding about child abuse and youth protection policies of the Boy Scouts of America. BSA requirements dictate that at least one adult on any Scout outing be current in Youth Protection Training. Troop 75 highly expects every adult that will be involved in Troop activities have a current youth protection training certification. This course can be taken on-line (go to the council website (<http://www.threefirescouncil.org>) to access the on-line version) and takes about an hour. Certification is good for two years.
- Boy Scout Fast Start Training – Provides a quick overall introduction to Scouting -- takes about an hour and is offered online. The course is also offered frequently throughout the year. We highly encourage all parents to take this course.
- New Leader Essentials - An overview of the Scouting program with an emphasis on information that would be useful to adult leaders. This course is usually presented on a Saturday morning and is offered several times a year.
- Leader Specific Training – This course is the next course after New Leader Essentials. This course provides additional training for adults involved in specific leadership roles within the Troop. These courses are usually offered in conjunction with New Leader Essentials.
- Introduction to Outdoor Leader Skills - specifically targeted to leaders that want to serve as a Scoutmaster or Assistant Scoutmaster. It involves an evening patrol meeting and an overnight campout and introduces specific outdoor skills such as knots, fire building, safety, Totin' Chip, and camping.

To be considered “trained” for an adult leader position and eligible to wear the “trained” patch, leaders must complete the following:

For Committee Members:

- a - New Leader Essentials
- b - Boy Scout Leader Specific Training (Troop committee)

For Scoutmasters and Assistant Scoutmasters:

- a - New Leader Essentials
- b - Boy Scout Leader Specific Training (Scout Leader Training)
- c - Introduction to Outdoor Leader Skills

Scout Training

For Scouts, most training is conducted within the Troop itself. Leadership training is an ongoing process and Scoutcraft skills are part of a Scout's advancement requirements.

Chapter 10 - Money Matters

Troop 75 has its own bank account managed by our treasurer. Expenditures are made with the approval of the Troop committee. The Troop has three main sources of income – fund-raisers, dues and fees assessed for specific events (such as campouts). Following is an overview of how the Troop handles its funds.

The Troop Budget

Each year the Troop committee creates a budget of anticipated expenditures for the year ahead. What is Troop money spent for? The Troop buys new equipment from time to time (such as tents, Dutch ovens, stoves, and other camping gear) as well as maintaining existing equipment (trailers). We also reimburse expenses that individuals incur in supporting the Troop. All of the gifts for new Troop members are paid for by the Troop and each Scout receives a subscription to *Boys' Life*, the official BSA publication for Scouts. Adult registrations are paid for by the Troop and registered leaders receive a copy of *Scouting* magazine, the BSA's leader publication. The Troop treasury also fronts registration fees and deposits for activities which are generally required well before individual Scouts register for the trips. From time to time the costs of trips exceed the individual Scouts' payments and the Troop will assume the difference to keep fees reasonable for the Scouts. The Troop, like any organization, also has administrative fees (stamps, paper, repro costs, etc.) that are paid from Troop funds. The Troop treasurer keeps a detailed budget that is presented at each committee meeting.

Fund-raisers

The Troop committee approves fund-raising activities for the Troop. Currently we have two major fund-raisers each year, i.e. the Pancake Breakfast and Christmas wreath sales. Scouts and Scout families are expected to participate in the Pancake Breakfast fund-raiser. The Christmas wreath sales are optional. Each of these projects involves a considerable amount of planning, and we're always looking for volunteers to assist with that part of the fund-raiser as well.

Expense Reimbursement

Troop 75 will reimburse for scouting expenses, including:

- Food for campouts
- Gas for pulling a trailer
- Refreshments for Court of Honor
- Recruiting expenses
- Any expense pre-approved by the Troop Committee

A reimbursement request form (see appendix) with receipts attached must be delivered to the treasurer within 14 days of the expense.

What is a Scout expected to pay for?

- Dues – Annual dues are \$75.00 and non-refundable. Dues are payable in early spring for the current year.
- Each Scout that attends an activity is expected to pay the fee for that activity. This varies from one activity to the next and will cover registration costs and food. One Scout typically buys the food for his patrol. We've found that including the food costs into the registration fee and letting the Scout be reimbursed by the Troop is far easier than seeking reimbursement from each patrol member.
- Summer camp – Traditional camps generally cost between \$200 and \$250 for the entire week. High adventure trips typically involve considerably higher fees as the costs of these trips are higher and the transportation costs may involve airfare.
- Camping gear – Scouts generally purchase some of their own camping gear, but most essential equipment is available for checkout from the Troop. Please refer to Chapter 6 of this guide for suggestions relating to camping gear.
- Uniforms – Troop 75 Scouts will have their own uniforms. See Chapter 5 for more information.
- Important note – A boy's scouting experience should never be limited for financial reasons. A number of programs are available should a family need help to underwrite the costs of Scouting. Also, the Troop's "Scout Account" program offers boys a means to raise money for scouting related expenses. Contact the Scoutmaster for more information.
- A note on deadlines – Most payments have an associated deadline. This allows the Troop to better plan participation and is particularly important when the Troop is committing funds for a particular event. Please ensure you make payments on time.

The Scout Account Program

- *What is a Scout Account?* To help individual Scouts underwrite the cost of his Scouting experience, Troop 75 has a "Scout Account" program. The program sets aside a portion of the funds that Scouts earn for the Troop during a fund-raising event and places it in a "Scout Account". The amount that an individual Scout earns in a fund-raiser is based on his participation in the fund-raising event.
- *Where do Scout Accounts come from?* The Troop committee decides prior to a fund-raising event how the profit will be split, or *if* it will be split, between Scout Accounts and the Troop general fund. For example it might be split on a

60/40 percentage, with 60% for the Troop and 40% for Scout Accounts. (The granting of Scout Accounts is at the discretion of the Troop committee.)

- *How are Scout Accounts calculated?* For the Pancake Breakfast and Christmas wreath sales Scout Account earnings are computed as a percentage of the Scout's total sales. For other fund-raisers like car washes the following procedure is used: 1) The total dollar amount of funds to be deposited into Scout Accounts is established; 2) Total hours worked on the fund-raiser for all Scouts that participated in the fund-raiser is established to get a total unit count; 3) A unit amount is calculated based on total dollars/total units; 4) Each Scout's units are totaled; 5) The unit amount is then multiplied by each Scout's unit total; 6) The Scout Accounts are distributed to each Scout's account and kept separate from the general fund.
- *Who can earn Scout Accounts?* Any registered Scout.
- *What is the purpose of the Scout Account program?* The goal is to reward a Scout that participates in a fund-raiser for his individual effort in the fund-raiser.
- *What can Scout Accounts be used for?* Scout Accounts can be used for any type of Scouting fee (i.e. camping, camporees, dues) or any other scout related item that the Scoutmaster approves. To be certain that a purchase will be reimbursed, check with the Scoutmaster before you buy it.
- *How are Scout Accounts redeemed?* To get reimbursement, fill in a payment form, attach receipts, have it signed by the Scoutmaster and delivered to the Troop treasurer. The form is available in the appendix and also on the Troop 75 web site. To use your scout account for camping fees, check "Scout Account" under "Camping Payment" section on the permission slip. A Scoutmaster signature is not required for camping fees.
- *Who can redeem Scout Accounts?* Any Scout in good standing and who is active in the Troop.
- *What happens when a Scout leaves the Troop?* If a scout transfers to another troop, the balance can be sent to the treasurer of the new troop. If a scout leaves the troop, they have 30 days in which to make a reimbursement request. After that the funds revert to the troop's general fund. If a Scout becomes inactive and the Troop committee has determined that the Scout will remain inactive, the money reverts to the troop's general fund.
- *What happens when a Scout turns 18?* A Scout has 30 days to purchase equipment (with the Scoutmaster's approval) after his 18th birthday to redeem the money in his Scout Account. If he does not, his Scout Accounts revert to

the Troop's general fund. A Scout may register with the intent of becoming an active adult leader with the Troop; in this case his Scout Account would remain intact.

Chapter 11 - Service to Others

One of the fundamental underpinnings of the Scouting program has always been service to others. While some Scout ranks require service hours for advancement, in Troop 75 we emphasize the importance of ongoing service – that service to others is not to be thought of as simply a requirement to be checked off. Scouts should report all of their service hours, not just those involving Scout activities. Citizenship and service are not something practiced once a week at Scout meetings, but represent traits that the Scouting program promotes at all times. The goal is to build solid citizens and service is an important part of that goal.

What are Service Hours?

Service to others is simply that – when the service is given without remuneration or direct benefit to the Scout. Shoveling the snow from your neighbor's walkway is not service if you get paid for it. Performing work as a favor, without pay, constitutes service time. Here are a few examples of community service:

- Clean up or repair work at a church or community center
- Volunteer work in a food bank, community center, retirement home, or charity
- Working on a conservation project
- Picking up trash along a highway
- Serving as a volunteer tutor for students

While it's important to know what can be used as service hours, it's also important to know what is not considered community service. Boy Scout fund-raising events where the beneficiary is the Troop or Boy Scouting would not be community service. A fund-raising event where all of the proceeds are turned over to a charity, however, would be community service. In Troop 75, working on our pancake or wreath fundraisers are not community service, but time spent working on Eagle projects certainly is. Please ask one of the adult leaders if there are any questions in this area.

Recording Service Hours

Recording service hours is simple; please use the Service Project Report form in the appendix. Please note that the project should be approved in advance by one of the adult leaders. While this is not an absolute requirement, it eliminates confusion that sometimes arises about what constitutes actual service hours. If we're working on a Troop project (such as Scouting for Food or an Eagle project), the project leaders will keep track of a Scout's participation and record the hours, so a special form need not be submitted.

Chapter 12 – Medical Matters

The Scouting program is structured to be as safe as possible, but accidents can occur and with our “Be Prepared” motto, we want to do everything possible to ensure the tools are in place should an emergency arise. Many of our activities are outdoors and falls, scrapes, insect bites, splinters, etc. are inevitable. The Troop always takes a first aid kit on any outing and Troop leaders will treat minor issues on the spot. With that in mind, however, leaders will need to know of any special needs, allergies, or other medical information that would affect a boy’s treatment. Please let us know before your son takes off on his first campout.

Permission Slip

Before any Troop 75 activity parents are asked to fill out and sign a “permission slip” listing emergency contact numbers. Because this information frequently changes, a new permission slip must be filled out for each activity. The slip for each activity can be picked up at a Troop meeting. It is also available on the Troop 75 web site. Please have these turned in by the last Troop meeting before the activity. Should a medical emergency occur, the Troop leaders will make every reasonable effort to contact parents or others as specified on the permission slip, however, will also take whatever action they deem prudent. Our outdoor activities routinely occur in areas without cell phone coverage and quick access to professional medical care may not be an option.

Summer Camps

BSA summer camps have on-site medical care – usually an EMT on duty around the clock. At camp all medical issues are handled by the camp medical staff. Camps require a completed, current medical form (see further information below) for each Scout and adult leader and a medical check is included as part of the in-processing at camp. If the medical form is missing or incomplete, a Scout or leader cannot attend camp. There are **no** exceptions. We will **not** take a Scout or leader to camp that doesn’t have the proper medical form on file. Please ensure that a current form is turned in to our medical coordinator no later than the end of April for an upcoming summer camp.

Prescription and Over-the-Counter Medications

The official BSA policy concerning prescription medications is as follows:

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A Scout leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a Scout takes the necessary medication at the appropriate time, but BSA policy does not

mandate nor necessarily encourage the Scout leader to do so (from the *BSA Guide to Safe Scouting*).

Our leaders will work with families to ensure that medication is properly dispensed. Please note that we will not dispense over-the-counter medications unless permission is given to do so. The Troop's Class 1 medical form (see explanation below) offers parents the option of allowing Troop leaders to do so. Some BSA summer camps require that all prescription medications be stored at the camp medical office and be dispensed by the staff. Summer camps will often ask that a special form be filled out should a Scout need prescription medication.

BSA has three levels of medical forms for participants in the Scouting program. In Troop 75 we will ask that you fill out a Class 1 form when your son joins the Troop and keep a current copy on file with the Troop. We take current copies of all medical forms with us on each outing. Please ensure that any information that would be needed in an emergency situation is included on the form.

There are three types of medical records used in the Boy Scout program: Class 1, Class 2, and Class 3. Confusion sometimes arises because the Class 1 and Class 2 medical records are recorded on the same form, however, they are quite different.

BSA Medical Forms (Valid for 12 calendar months)

Parts A and B of the BSA medical form is filled out **annually** by **anyone** participating in Boy Scout events (e.g. day camp, overnight camping, and other programs not exceeding 72 hours in length). This health history, parental/guardian informed consent and hold harmless/release agreement, and talent release statement is to be completed by the participant and parents/guardians. A parent's signature is required to complete this form (adults can sign for themselves). This form is extremely important as it authorizes medical treatment in an emergency situation. Again, every effort will be made to contact a parent or guardian before emergency treatment begins, however, it is vital that we have a medical release on file should we be unable to make contact.

Part C is the physical exam that is required for participants in any event that exceeds 72 consecutive hours, for all high-adventure base participants, or when the nature of the activity is strenuous and demanding. Service projects or work weekends may fit this description. Part C is to be completed and signed by a certified and licensed health-care provider—physician (MD or DO), nurse practitioner, or physician assistant. It is important to note that the height/weight limits must be strictly adhered to when the event will take the unit more than 30 minutes away from an emergency vehicle-accessible roadway, or when the program requires it, such as backpacking trips, high-adventure activities, and conservation projects in remote areas. See the FAQs for when this does not apply.

Part D is required to be reviewed by all participants of a high-adventure program at one of the national high adventure bases and shared with the examining health-care provider before completing Part C.

- **Philmont Scout Ranch.** Participants and guests for Philmont activities that are conducted with limited access to the backcountry, including most Philmont Training Center conferences and family programs, will not require completion of Part C. However, participants should review Part D to understand potential risks inherent at 6,700 feet in elevation in a dry Southwest environment. Please review specific registration information for the activity or event.

- **Northern Tier National High Adventure Base.**

- **Florida National High Adventure Sea Base.** The PADI medical form is also required if scuba diving at this base.

Risk Factors

Based on the vast experience of the medical community, the BSA has identified the following risk factors that may limit your participation in various outdoor adventures.

Excessive body weight, Heart disease, Hypertension (high blood pressure), Diabetes Seizures, Lack of appropriate immunizations, Asthma, Allergies/anaphylaxis, Muscular/skeletal injuries, Psychiatric/psychological and emotional difficulties.

For more information on medical risk factors, visit Scouting Safely on www.scouting.org.

Prescriptions

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but BSA does not mandate or necessarily encourage the leader to do so. Also, if state laws are more limiting, they must be followed.

Blank forms are available on the Three Fires Council website and the Troop 75 website.

We are aware that medical forms contain sensitive personal information. All Troop medical forms and permission slips are shredded before being disposed of.

Chapter 13 - Safety & Discipline

Every effort is made to make the Scouting program as safe as possible. While adult leaders may sometimes allow Scouts to make mistakes as a learning experience, safety is never compromised and leaders will immediately intervene for any safety related issue.

Guide to Safe Scouting

The bible of Scout safety is a pamphlet entitled, "The Guide to Safe Scouting." The latest edition can be found on the BSA national website and is available for purchase at the Scout Store. The guide includes detailed guidelines for conducting various activities and lists prohibited activities (for example, the use of all-terrain vehicles, participation in boxing or martial arts activities, hang gliding, bungee jumping, and paintball are all prohibited activities).

Please note that in accordance with BSA or Troop 75 policies the following are prohibited at any time:

- Sheath knives
- Knives with blades longer than 4"
- Fireworks
- Illegal drugs
- Firearms (except under very narrow conditions when participating in a shooting activity)
- Swimming in an unauthorized area
- Use of tobacco products (while the use of tobacco products by adults is discouraged, adults can discretely use tobacco products away from Scouts)
- Alcoholic beverages
- Hazing of any type

Two Deep Leadership

Boy Scout youth protection guidelines require at least two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years old, to be on all trips and activities. No one-on-one contact between adults and youth members is permitted (except in the case of parent-son).

Discipline

Although we hope to never implement disciplinary measures, the following extract from the Troop by-laws should be familiar to all Troop 75 Scouts and their families:

- Illegal drugs, alcohol, or tobacco (outside of above guidelines) use is strictly prohibited and use of such during any Scouting activity by either a boy or adult, will result in immediate expulsion from that activity and may result in

further action by the Troop committee.

- Inappropriate behavior is defined as behavior unbecoming a Scout (i.e., behavior not in accordance with the Scout Law, Scout Oath, or Outdoor Code) during meetings or activities.
- The SPL's role is not to impose discipline, but to lead the Troop. Although he does have the authority to settle minor disputes as he sees fit (with the Scoutmaster's approval), the Scoutmaster and/or Assistant Scoutmaster in charge will deal with major disputes or disturbances.
- For continuous inappropriate behavior at meetings or activities, a Scout may be put on probation.
- A probationary period can last up to one year. During that time, the presence of a parent or other adult who accepts responsibility for the Scout during any Scout activity may be required.
- When inappropriate behavior occurs at a Scout activity, parents may be called to pick up the Scout immediately.
- An adult leader who witnesses serious inappropriate behavior by a Scout will provide a written report to the Scout and his parents, the Scoutmaster, and Troop committee. Upon receiving this report, the Scoutmaster, with the approval of the Troop committee and the advice of the patrol leaders' council will counsel the Scout and determine an appropriate action. This can include limiting the Scout's participation in Troop activities until the Scout's parents meet with the Troop committee to resolve the issue.

Chapter 14 - Other Miscellaneous Topics

There are always a few topics that don't seem to fit elsewhere, so we gathered them together into this section.

The Troop Calendar and Annual Planning Meeting

- Every year, in late spring or early summer, the Troop meets to set its schedule for the following school year. Inputs are solicited from the committee, parents, and Scouts and the group puts together its activity schedule. All parents and Scouts are strongly encouraged to attend.

Order of the Arrow

The Order of the Arrow (OA) is Scouting's camping honor society. Its four stated purposes are:

- 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.

To become eligible for membership a Scout must meet the minimum criteria (a certain number of days camping, First Class rank, etc.) and be elected by the members of the Troop. Elections are held at one of the Troop meetings in the Jan – March time frame. Scouts that are elected are “tapped out” at the district's spring camporee and are offered the opportunity to accept the challenge of the “ordeal” to become a member. To add to the mystery of the experience, the ordeal and ceremonies associated with the OA are generally not discussed outside of OA membership. This has sometimes led to the OA being erroneously called a “secret society”, but all ceremonies, scripts, events, etc., are open to interested adults. There are no “secret societies” or ceremonies within Boy Scouting. As with the rest of the Scouting program, no hazing or demeaning activity is permitted. Adult leaders are also eligible for OA membership and are nominated by Troop, district, or council leadership. Only about 12% of the Scouts and Scouters are OA members.

Special Awards

Boy Scouts can earn special awards from a wide variety of sources. Social groups, veteran's organizations, community groups, and many other organizations offer awards and prizes to Scouts. The award can range from a simple patch or certificate

to cash prizes. Rules are often highlighted in Scouting magazines such as *Boys' Life* or flyers received by the Troop. As these come up, they're announced at Troop meetings.

The Boy Scouts also have a number of awards to reflect Scout's achievements. A partial listing of these can be found in chapter seventeen of the *Boy Scout Handbook*.

Many summer camps offer awards for fulfillment of certain criteria while at the camp. Scouts, Troops, or patrols can earn recognition for completion of an established set of requirements.

Each major religion sponsors a religious emblem that Scouts can earn. These are administered by the religious organizations themselves and the requirements are laid out by the religious organization's central leadership.

Chapter 15 - Expectations of Scouts and Parents

Scouts

- Live by the Scout Oath and Law
- Support the Scouting program in word and deed
- Obey and respect Scout and Adult Leaders
- Arrive for activities on time and prepared for the activity
- Encourage other boys to join Scouting
- Treat fellow Scouts and Adult Leaders with respect
- Continue to advance
- Be an active participant in the Troop
- Fulfill the requirements of any leadership position you accept
- Respect the uniform and wear it properly

Parents

- Support your son's Scouting activities
 - Help him to meet the expectations of a Scout, as listed above
 - Monitor his advancement in the program and provide encouragement and guidance
 - Ensure he is prepared for activities and arrives on time
 - Allow him to grow – do not do his work for him
 - Ensure he follows through on his commitments
 - Be aware of the obligations of leadership and ensure he follows through on those obligations
 - Try to de-conflict family obligations with Scouting activities
 - Ensure payments are made on time and that all required paperwork (e.g. permission slips, medical forms) are completed and turned in by established deadlines
- Support the Troop
 - Become involved in the Troop at some level
 - Complete Scouting's basic adult training
 - Actively participate in fund-raising activities

Appendix

Sample Forms – referenced in the Guide

Car Camping Checklist

This is the basic checklist that boys should use when packing for camping when we can park close to the campsite.

Service Project Report

Use this form to record service hours – when filled out turn in to the Scoutmaster.

Scout Account Reimbursement Form

Scouts wishing to use their Scout Account to pay for any type of Scouting fee (camping, camporees, dues) or any other scout related item that the Scoutmaster approves.

Expense Reimbursement Request Form

A reimbursement request form (see appendix or Troop 75 web site) with receipts attached must be delivered to the treasurer within 14 days of the expense

Troop 75 Car Camping Checklist

These are suggestions - delete items if not needed (e.g. you're not likely to need swim trunks on a winter camping trip). Note, the official list can be found in chapter nine of the Boy Scout Handbook.

Pack

- Backpack or duffel
- Pack cover

Sleeping Gear

- Sleeping Bag
- Pad
- Pillow

Things to Wear

- Poncho or other rain gear
- Footwear
 - Sneakers
 - Comfortable hiking boots
 - River shoes (or old sneakers)
 - Socks (for hiking, include sock liners)
- Appropriate Scout uniform. If req'd, Class A uniform includes:
 - Shirt with proper patches
 - Pants
 - Boy Scout socks
 - Hat
 - Neckerchief (or Bolo for 1st Class and above)
 - Neckerchief slide
 - Belt w/buckle
- Class B T-shirts
- Pants and shirts
- Jacket, sweater, or sweatshirt
- Undershirts, underpants, and socks
- Swim trunks
- Pajamas

Toilet Kit containing:

- Soap
- Toothbrush and toothpaste
- Toilet paper
- Comb or brush
- Towel

Cooking gear

- Cup

- Bowl
- Plate
- Knife, fork, spoon
- Rinse bag

Other Miscellaneous Gear

- *Boy Scout Handbook*
- Pencil, pen, notebook
- Flashlight
- Extra batteries for flashlight
- Personal first aid kit
- Canteen or water bottle
- Scout knife & pouch
- Handkerchief or bandana
- Insect repellent
- Sun screen
- Lip balm (w/UV protection)
- Compass
- Sunglasses (w/UV protection)
- Regular glasses (if you need them)
- Emergency whistle
- Rope (nylon cord)
- Ziploc bags

Optional, but useful

- Binoculars
- Camera
- Reading material
- Personal chair
- Non-electronic, small game (e.g. cards, chess)
- Work gloves
- Money for trading post or dinner on the road

Scout Account Reimbursement Request

Scout account balances may be used to pay for scout related items with Scoutmaster approval. The Scoutmaster must approve items before they are purchased. To get reimbursement, fill in the following form, attach receipts, have it signed by the Scoutmaster and delivered to the Troop Treasurer. A Scoutmaster signature is not required for camping fees.

If a Scout transfers to another Troop, the balance can be sent to the Treasurer of the new Troop. If a Scout leaves the troop, he has 30 days in which to make a reimbursement request. After that the funds revert to the Troop.

Scout Name: _____

Items purchased: _____

Reimbursement amount: _____

Scoutmaster signature: _____

Treasurer Use Only:

Date Paid: _____

Check Number: _____

Amount Paid: _____

Budget Category: _____
