



# TROOP 854 GUIDEBOOK

Revision 12

Amended May 26th, 2016

Welcome to the Scouting adventure and the Troop 854 family. Get ready for hard work, exciting times, and most of all fun!

**To the Scouts:** This is **your** Troop. How well it functions, what adventures you experience, where you go, and what you do are **your** choices. Get involved with the Troop leadership. Take pride in your Patrol. Get to be good friends with the other Scouts in the Troop. Help out when needed, and when you have a job assigned, do it well. Work hard to become an Eagle Scout. You can talk to a lot of adults who once had the opportunity to become an Eagle Scout and did not. None of those adults will be glad that they did not achieve the rank of Eagle, and almost all will say that if they knew then what they know now, they would have spent the time and made the commitment to finish. No matter what your rank, remember that the Scout Oath and Law are more than just words we say at Troop meetings. The Scout Oath and Law are ideas Scouts use to guide their actions throughout their lives.

**To the Parents:** Whether your son is embarking on a new adventure in Boy Scouts, or he is transferring to our Troop from another one, he will need your support. You have to walk a fine line between encouraging him to do well and actually doing for him. Sometimes a thing not given teaches more than a thing easily gotten. Encourage your son to work hard and commit to working on his ranks and merit badges.

YOU are the single most important factor that will determine how successful your son will be in Scouting! If you want your son to reap the benefits Scouting offers, you need to join Scouting with your son, either as a uniformed leader or as an active member of the Troop committee. Scouts whose parents were actively involved attended more than twice the number of activities and attained more than twice the rank of Scouts with less-involved parents (and 90% of our Eagle Scouts have come from the 40% of our parents who have been most active).

Being an involved parent takes time and effort, but it's also rewarding and FUN! One of the reasons our Troop is so successful is because of the dedication of so many of our parents. There is something to do that matches the talents of everyone and your involvement is vital to your son as well as to the other Scouts.

Active parental support is a key part of maintaining and improving the Troop's program. Support is more than merely driving the Scout to and from meetings and activities. Good support includes:

- Making sure the Scout attends upcoming activities
- Encouraging his advancement
- Attending parent meetings
- Attending family activities like Courts of Honor and family outings
- Providing transportation for campouts and other activities
- Ensuring that the Scout is in proper uniform for all scout activities
- Assisting your Scout in developing thrift and financial responsibility by requiring him to earn, at least in part, the money for registration, camp and transportation fees, dues, uniform and camping equipment

- Participating in Troop fund raising projects
- Joining the Troop Committee
- Serving as a Merit Badge Counselor

Thank you for allowing your son to join us on this great adventure!

Yours in Scouting,

*Roger Sifrit*

Roger Sifrit  
Scoutmaster

*Robert Neville*

Robert Neville  
Troop Committee Chairman

This Guidebook is written so both the Scout and his parents will better understand what Scouting is, how it functions, what Troop 854 can do for you and what you can do for the Troop. Please call any of the leaders if you have a question or a comment.

This is **not** written as a substitute for *The Boy Scout Handbook*. The Handbook is the **best** source of general and how-to information.

*Troop Committee note:* Policies and procedures outlined in this Guidebook are based on several source documents and publications, including the *Scout Handbook*, the *Scoutmaster's Handbook*, the *Troop Committee Guide*, the *Troop Program Features Guide*, *A Guide to Safe Scouting*, and the Troop 854 By-Laws, among others. If any policy or procedure in this Guidebook is found to be contradictory to, or in violation of ANY current BSA publication, the BSA publication will serve as the proper guide. While locally established policies and procedures cannot relax or waive any established BSA policy or procedure, they may be more stringent or restrictive than BSA publications, and are indicated by the '!' symbol throughout this Guidebook.

Annually during the month of May, the Troop Committee will review and accept change proposals to the Troop 854 Guidebook. Any proposed changes require a majority vote approval of all voting members of the Troop Committee. If changes are approved, the new version of the Troop 854 Guidebook will be published and reviewed by all registered Scouts during the month of August.

Parents, please review this Guidebook with your Scout and encourage him to become familiar with its' contents. Scouts are expected to abide by the guidelines and procedures outlined in the Guidebook.

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## Frequently Asked Questions

### Who is Troop 854?

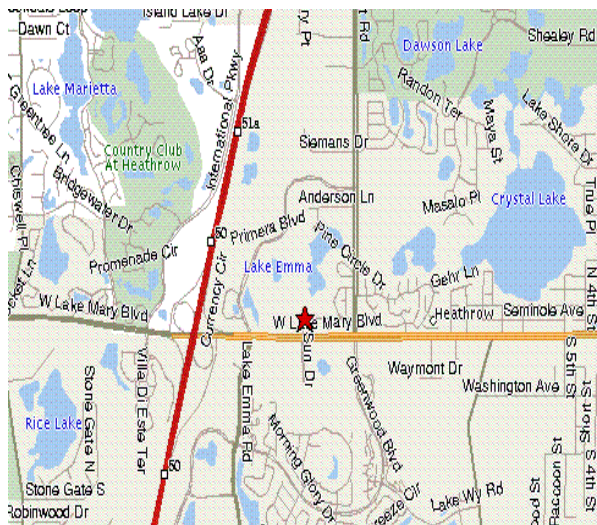
Holy Cross Lutheran Church of Lake Mary, Florida charts Troop 854. The Scoutmaster is Roger Sifrit. The Troop Committee Chairman is Robert Neville. Troop 854 is in the Seminole Springs District of the Central Florida Council.

### Where and when does Troop 854 Meet?

Troop 854's regular meetings are held at Holy Cross Lutheran Church, 780 North Sun Drive, Lake Mary, Florida, every Tuesday night.

Meetings begin promptly at 7:30pm and are usually over by 9:00pm. In the summer, while school is out of session, the meetings are over at 8:30pm.

Field Uniforms are expected at each meeting. During the summer, Activity Uniforms are acceptable. Parents / guardians are welcome to attend the entire meeting and strongly encouraged to arrive by 8:45 p.m. so that they will hear the week's important announcements and observe the closing ceremony.



### Typical Troop Meetings and Events

Scouts are encouraged to arrive earlier than 7:30 pm to work on any advancement they desire or socialize with some informal games. Members of the monthly Program and Service Patrols should arrive no later than 7:00pm so they may fulfill their responsibilities. If a Scout is required to leave the meeting early for family reasons, please inform the Scoutmaster as to the time he is to be picked-up. Once a Scout is left at the meeting, he is the responsibility of the Scoutmaster until he is picked-up. Please make every effort to get your Scout at the close of the meeting at 9:00 pm.

There is a Troop campout every month during the months of August through May. The second Tuesday of each month is scheduled for the Patrol Leaders' Council and Troop Committee usually meets the last Thursday of each month.

Once or twice a year the Troop participates with other Troops in a Camporee. Every summer the Scouts may attend Summer Camp for a week of extended camping. They have the opportunity to earn Merit Badges as well as to participate in fun events such as canoeing and swimming.

### Should a parent/guardian attend Troop meetings?

YES! This is a great opportunity to get to know other members of the Troop 854 family and to hear, first-hand, news of upcoming events and activities. Active parents are the single most important factor that will determine how successful their son will be in Scouting! Scouts whose parents were actively involved attended more than twice the number of activities and attained more than twice the rank of Scouts with less-involved parents. Parents are asked to please observe silence or hold their conversations outside of the meeting room during the Troop meeting. For more information on adult support, see pages 14 and 40.

**WARNING:** The Scouts run the Troop meetings, not the adults. As a result, Scout meetings are characterized by noise, confusion, general chaos and FUN.

## What about PLC nights?

The monthly Patrol Leaders' Council (PLC) meeting is on the second Tuesday of every month. On PLC night, while the Patrol Leaders' Council meets, special instruction for new Scouts to help them with the skills for the Tenderfoot through First Class ranks or merit badge counseling is available by pre-arrangement. PLC meetings usually start at 8:30 pm and end around 9:00 pm. All parents are welcome to attend the Troop Committee meeting and all Scouts are encouraged to arrange a time for skill or merit badge counseling.

## If my son has a question, whom does he call?

Troop 854 follows BSA "boy-run" leadership philosophy. The Senior Patrol Leader runs the meetings and coordinates Patrol activities with the Patrol Leaders. Your son is a member of a Patrol. His first point of contact should ALWAYS be with his Patrol Leader. If the Patrol Leader does not know the answer, the Patrol Leader or Scout should consult with the Senior Patrol Leader. Parents: Your first point of contact should be with the Troop Committee Chairman. The Scoutmaster's first priority at the meetings is to the Scouts. *It is highly recommended that parents wishing to speak with the Scoutmaster do so at any time but during Tuesday evening's Scout meeting.*

## Sometimes things appear disorganized. Why is that?

Because of the "boy run" philosophy, most boys are just now learning about leadership, how to plan, how to conduct themselves, and about responsibility & follow-through. Consequently, there are missed phone calls, partial communications and last-minute fire drills. In case your son is unsure about what is supposed to be happening, your son should call his Patrol Leader or the Senior Patrol Leader for guidance and clarification.

## When does the Troop Committee meet?

The Troop Committee is made up of interested parents and other adults. The committee's main priorities are approving Troop programs and activities as planned by the Patrol Leaders' Council and Scoutmaster and providing Troop program support as requested by the Scoutmaster, especially transportation and adult leadership for outings. The Troop Committee generally meets the last Thursday of each month at 7:30 p.m. All Parents are always welcome to attend any and all Committee meetings and are encouraged to join Troop 854's committee.

## Who can "sign-off" advancement requirements?

Parents **can't sign off** on advancement requirements. Basic Scout skills for Scout, Tenderfoot, Second Class, and First Class may be certified (signed off) by Scouts with the rank of Star or above or by the uniformed adult leaders.

## What do I bring to a campout?

Personal equipment such as a sleeping bag, backpack, and mess kit are the Scout's responsibility. Scouts will need a good quality sleeping bag, sleeping pad, and eating utensils. Scouts usually share tents with other patrol members. Tenting arrangements are normally addressed at each campouts' planning meeting. Cooking equipment is provided by the Troop. Scouts should strive to bring the minimum gear necessary and to pack it so that the Scout can carry all gear to his patrol's campsite in a single trip. *For more information see page 36, the Personal Gear Checklist on page 51, or pages 203-204 and 224 in the Boy Scout Handbook.* Full Field Uniforms (Class A) are mandatory for all campouts, and are worn while traveling to and from the campsite.

## What kind of food do we buy for campouts?

Each patrol is responsible for their own food menu planning, purchasing and preparation. Patrols will plan balanced meals, keeping in mind the basic food groups and making sure that the food will provide each Scout with the necessary energy they need for the challenges of camping. Unless a Scout has any serious medical problems or religious objections to food items, he will have to eat what is on the patrol menu. Consideration must be given to food packaging and containers. At times trash must be packed out; repackaging food into labeled plastic bags is a great way to reduce packaging waste and food waste by taking only what the Patrol needs. Glass containers, prepared foods (canned, individually-wrapped or pre-packaged) and food requiring refrigeration should be minimized. Foods subject to spoilage, soda, exotic or expensive items should not be included. All meal plans and duty rosters must be approved by the Scoutmaster or a Patrol Advisor. *For more information, see page 34.*

## Should a parent/guardian go on campouts?

Parents and guardians are welcome to attend all Troop events and activities. The primary aim of adult participation in campouts is to "act like Scouts." Accordingly, adults follow the same campout rules as Scouts. The principal benefits for Scouts of the outdoor program are the self reliance and sense of accomplishment that come with individual achievement. Therefore, parents should refrain from assisting their son(s) (or son's patrols) with camp activities. Adults should bring problems or concerns (and compliments!) to the attention of the Senior Patrol Leader or the Scoutmaster. Adults camp in their own designated area of the campsite. Adults do not share tents with Scouts, including their own sons. Adults who would like to camp more than once a year must be registered as an adult leader. Adults who camp more than 2-3 times a year should attend the District Outdoor Leadership Fundamentals training course.

## What else do I need to know about campouts?

All planned camping trips or events will occur unless severe weather warnings are in effect. Yes, even in rain or freezing weather. The Committee Chairman and Scoutmaster will make the final decision to cancel an event. And by the way...the Troop usually assembles in the church parking lot, and returns to the parking lot next to Pets Mart, adjacent to the church property, for camping events.

## Does a Scout have to attend every meeting and campout?

All Scouts are encouraged to be in regular attendance at all Troop & Patrol activities, and campouts. Attendance at meetings and activities is considered necessary to demonstrate "Scout Spirit". A Scout must be active in Troop meetings and campouts to be eligible for ANY advancement. Active participation is defined as a minimum of 50% attendance at Troop activities<sup>1</sup>. Scouts usually have other activities that interfere with Scouting. That's OK, just come back when you are done! Let the Patrol Leader know about any conflicts in advance. The Scoutmaster should be informed of any extended or recurring absences.

## How does a Scout earn merit badges?

Work on a merit badge may be done at Troop meetings, in a group outside meetings, on an individual basis, or at summer camp. All merit badges require a merit badge counselor. A Scout of any rank may earn any merit badge. However, it is strongly suggested that Scouts below the rank of Star concentrate on skill learning for the advancement in that rank. *For more information on the detailed steps to earning a Merit Badge, see page 25.*

## How many merit badges are required to become an Eagle Scout?

For the rank of Eagle, a Scout must earn one from each of 12 required categories. Eagles must earn an additional nine optional badges for a total of 21. *For more information, see page 25 of this Guidebook or page 188 of the Boy Scout Handbook.*

## How fast can a Scout earn Eagle?

To be most beneficial to the Scout, advancement should be neither too rapid nor too slow. There are seven ranks, from Scout through Eagle. The first four ranks (Scout, Tenderfoot, Second Class, First Class) emphasize basic skills. The Troop's goal is for each Scout to complete his First Class rank within one year of joining. The higher ranks (Star, Life, Eagle) emphasize leadership and service. To advance, a Scout must be active, must do his best to live by the Scout Law and Promise, practice leadership, give service to others, learn Scout skills and earn merit badges. The minimum time a Scout would need to complete his service time to qualify for Eagle is two years and four months. Troop 854 stresses Scouts to "Learn the Skill, Not Earn the Award". By focusing in skill learning and demonstrating leadership and service, the Scout will fulfill the all aims of Scouting.

## How do I know my Scout will be safe at meetings and activities?

The Troop operates under a "Safe Haven" policy at Troop meetings, on outings and all Scout-related activities. Under this policy all Troop activities constitute a Safe Haven, free from fear of physical and verbal abuse, where Scouts can take chances with new skills and ideas in a supportive atmosphere without fear of ridicule or retribution from other members of the Troop family. All Scouts and Scouters (adult leaders) are expected to live by the Scout Oath and Law. All activities that include adult leadership will strictly follow the Youth Protection and safe Scouting guidelines set forth by the Boy Scouts of America in the BSA publication *The Guide to Safe Scouting* (orange cover, publication #34416C). Any incidents of hazing or physical abuse must be immediately reported to the Scoutmaster and Troop Committee Chairman.

## Honor Roll of Eagle Scouts

To earn the Eagle Scout rank, the highest advancement rank in Scouting, a Boy Scout must fulfill requirements in the areas of leadership, service, and outdoor skills. A number of specific skills are required to advance through the ranks—Tenderfoot, Second Class, First Class, Star, Life, and Eagle. To advance, a Boy Scout must pass specific tests that are organized by requirements and merit badges.

Only one in four boys in America will become Scouts. It is interesting to know that, of the leaders of this nation in business, religion and politics, three out of four were Scouts. Of any 100 boys who become Scouts...

Each of the 100 will learn something from Scouting. Almost all will develop hobbies that will add interest throughout the rest of their lives. Many will find their future vocation through merit badge work and Scouting contacts.

17 will become Scout leaders and will give leadership and guidance to thousands of additional boys.

12 will be from families who do not belong to a church. Through Scouting, these 12 Scouts and their families will be brought into contact with a church and will continue to be active all their lives. Six of the 100 will become pastors.

1 will use his training to save another person's life and many will credit their Scout training with saving their own life.

4 will reach the rank of Eagle and at least one will later say that he values his Eagle badge above his college degree.

Troop 854 knows about the fine accomplishments the following young men have done in the past. Imagine what they are doing now and what they will do in the future!



## Troop 854 Eagle Scout Honor Roll

Kenneth Booth (1991)	Gary Autry (1992)
Stephen Humburg (1993)	Aaron Reedy (1993)
Justin Gebhard (1993)	Alan Montgomery (1996)
Ryan Haskins (1996)	Brandon Willis (1996)
Douglas Lopez (1997)	Michael Reedy (1997)
Louis Wilkeson (1998)	Duane Thornton (1999)
Christopher Hoffman (1999)	Kerry Allen (1999)
Derek Reed (2000)	Robert Reinhold (2000)
Bryan Southard (2001)	Ryan Lauth (2001)
Joshua Pierce (2001)	Mark Adrian Jr. (2001)
C.J. Clemens (2001)	Matt Gilmore (2001)
Ben Whitmore (2002)	Kyle Johnson (2002)
Royce Somerville (2003)	Eric Gatch (2003)
Brian Nisivoccia (2003)	Jarryd Reed (2004)
Bryan Burns (2004)	Chris Nieto (2004)
Ben Chauvin (2004)	Travis Bowen (2004)
Manuel Reyes (2004)	Michael Adrian (2005)
Sean Passaro (2005)	Austin Reed (2006)
Ricky Varrone (2006)	Eddie Holzinger (2006)
Nate Seymour (2006)	Drew Pace (2007)
Tommy Larsen (2007)	Matt Olko (2008)
Erik Brown (2008)	Josh Morris (2008)
Diego Blanton (2008)	Kevin Jen (2009)
Tyler Calderone (2009)	Miguel Reyes (2009)
Bruce Hamilton III (2009)	Mitchell Kittenger (2009)
Thomas Brown (2010)	David Savrda (2010)
Dallas Graves (2010)	Thomas Hubbard (2010)
Simon Carbone (2010)	Travis Springer (2010)
Michael Ortiz (2011)	Zack Proodian (2011)
Tim Marzullo (2012)	Luke Morris (2012)
Jono Glum (2012)	Austin Stephan (2012)
Nick Joiner (2012)	Jared Reimel (2012)
True Files (2012)	Ryan Elderdice (2013)
Jonathan Catiller (2013)	Matthew Johnston (2013)
Bobby Blanton (2014)	Chad Fojo (2014)
Daniel Marchese (2014)	Duncan McElroy (2014)
Jonathan Reilly (2014)	Austin Taylor (2014)
Trey Sifrit (2015)	Patrik Payne (2015)
Patrick Rhue (2015)	Charles Abbatantuono (2015)
Josh Lynch (2015)	Jason Sleboda (2015)
Rishi Patel (2015)	Brad Peterson (2015)
Christopher Garcia (2016)	Sean Griffin (2016)

## Ervin Schreiber Lifetime Achievement Award:

- a. The Erv Schreiber Lifetime Achievement Award was created by the Troop in May 2012 in honor of the Troop founding Chartered Organization Representative Erv Schreiber who served in the position from 1985 to 2012, retiring from Scouting after 60 years of service.
- b. The award is issued by the Troop Committee, on behalf of the Scoutmaster and all families of Troop 854, to a Troop leader or volunteer for significant long term contributions and dedication to Troop 854 that go above and beyond the regular call of duty.
  - i. Examples of such significant contributions are, but not limited to; Leaders with 8 or more years of service in one or multiple positions, Scoutmasters, Assistant Scoutmasters or Committee members that served multiple terms in the most senior level positions, adults who are deemed to have dramatically impacted the overall Scouting program at Troop 854 such as one of the Holy Cross Pastors.
- c. Nominations can be submitted to the Scoutmaster of Committee Chairman by any member of the Troop at any time. The award is approved with a majority vote of the Scoutmaster, Committee Chairman and Chartered Organization Representative upon reviewing the nomination.
  - i. If the nomination is submitted by one of the three voting leaders they will recuse themselves from the vote. The recusing leader will name a replacement for himself only if a third voting member is required. If the other two leaders approve the application then this is not necessary.
  - ii. When an award is issued by the Troop it will normally be presented at the end of year May Court of Honor if the recipients schedule permits, otherwise the scheduling will be coordinated by the Scoutmaster and Committee Chairman.
- d. There are no minimum or maximum number of awards that can be presented over a specific period of time, some years there may be no awards and others there may be multiple simply depending on that current leadership/volunteer team.

## Boy Scout Overview

Lord Baden-Powell, the founder of the Scouting movement in England in the early 1900's once described Scouting as "A Game with a Purpose". There are three aims in Scouting:

1. Growth in moral strength and character. We encourage a Scout to look at his personal qualifications; his values, his outlook, and hopes for the future.
2. Become a participating citizen. By developing his relationship to others, he learns about his obligation to other people, to the society he lives in, and to the government that presides over that society.
3. Developing all-round fitness. Problem solving, self-respect, and a fit body meet the final aim of developing physical, mental and emotional fitness.

The ideals of Scouting are spelled out in the Scout Oath, Law, Motto, Slogan and Outdoor Code.

### BOY SCOUT OATH

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

*The Scout Oath has three points: Duty to God and country; Duty to others and Duty to self. The three upright fingers of the Scout Sign signify these three duties.*

**SCOUT LAW**

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

**SCOUT MOTTO**

Be prepared.

**SCOUT SLOGAN**

Do a good turn daily.

**OUTDOOR CODE**

As an American, I will do my best to -  
 Be clean in my outdoor manners,  
 Be careful with fires,  
 Be considerate in the outdoors,  
 and  
 Be conservation minded.

*There is only one Scout Law. There are twelve points to the Scout Law.*

*A Scout prepares for whatever comes his way by learning all he can to keep himself strong, healthy, and ready to meet the challenges of life.*

*Good turns are helpful acts of kindness done quietly, without boasting and without expecting reward or pay.*

*I will take care of the outdoors for myself and others. I will keep my trash and garbage out of lakes, streams, fields, woods, and roadways. I will prevent wildfire. I will build my fires only where they are appropriate. When I have finished using a fire, I will make sure it is cold out. I will leave a clean fire ring, or remove all evidence of my fire. I will treat public and private property with respect. I will use low-impact methods of hiking and camping. I will learn how to practice good conservation of soil, waters, forests, grasslands, wildlife, and energy.*

The eight methods used to meet the three aims of Scouting:

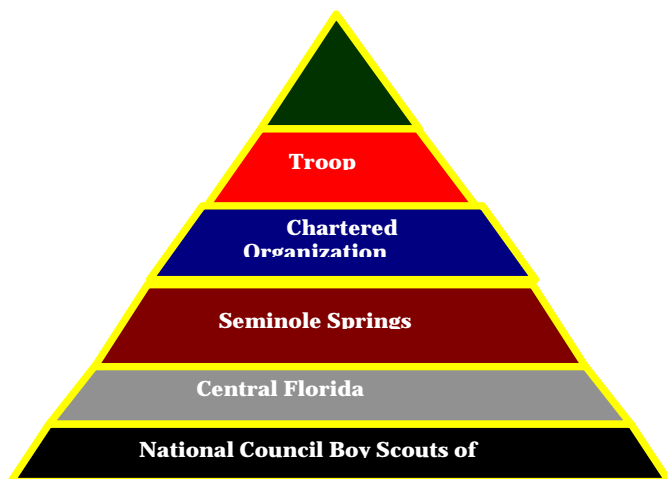
1. Scouting Ideals
2. Patrol System
3. Advancement
4. Outdoor Program
5. Adult Role Models
6. Leadership Development
7. Personal Growth
8. Scout Uniform

## Boy Scout Organization

A Boy Scout Troop is organized and administered by a Chartered Organization that is granted a charter annually by the Boy Scouts of America. The Chartered Organization agrees to provide an adequate meeting place and to select adults of good character to serve as Scoutmaster, Assistant Scoutmasters and Merit Badge Counselors. The Chartered Organization appoints a Representative to be the key liaison between the Troop and the Chartered Organization. The Chartered Organization has the ultimate responsibility to ensure that the Troop operates in full accord with all BSA policies. Troop 854 is chartered by Holy Cross Lutheran Church of Lake Mary, Florida.

The boys, with adult supervision, run a Boy Scout Troop. The Troop is made up of patrols, each consisting of 8 to 12 boys, led by a Patrol Leader. The boy who leads the entire Troop is the Senior Patrol Leader. The boys in the Troop elect all boy leaders.

The Scoutmaster is responsible for training and guiding youth leaders in Troop operations. The Scoutmaster also trains, manages, and supports his or her Assistant Scoutmasters in their roles. The Troop Committee is responsible for supporting the Troop Program, as desired by the Scouts. While the Troop Committee can provide suggestions, it is up to the Scouts to plan,



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develop, and accomplish the goals they set forth in their Scouting Program.

Troop 854 is part of the Seminole Springs District, made up of about 26 Troops located mostly in northwest Seminole County. We share joint activities with other Troops in the district such as Camporee and training opportunities. Seminole Springs District is part of the Central Florida Council whose headquarters is in Apopka. The Council provides professional support, program information, Council camps and training opportunities for both boy and adult leaders in Central Florida. Central Florida Council is part of the Southern Region. The Scouting program, books, literature, etc. are the responsibility of the Boy Scouts of America, National Headquarters, located in Irving, Texas.

Troop 854 plans its program from September through August. The annual planning conference usually occurs in June.

The Troop 854 organization includes the following major components:

- Chartered organization (sponsor): Holy Cross Lutheran Church
- Boy-Led Groups
  - Patrol Leaders' Council
  - Venturing Patrols
  - Regular Patrols
  - New Scout Patrols
- Adult Support
  - Troop Committee members
  - Uniformed adult leaders
  - Merit Badge Counselors
  - Parents

## Patrols & Patrol Method

The Troop is divided into patrols; each led by a Patrol Leader and his assistant. The patrols are under the direction of the Senior Patrol Leader and the Assistant Senior Patrol Leader. They run the Troop meetings under the supervision of the Scoutmaster and Assistant Scoutmasters.

Troop 854 follows BSA "boy-run" leadership philosophy. The Senior Patrol Leader or Assistant Senior Patrol Leader run the meetings and coordinate Patrol activities with the Patrol Leaders or Assistant Patrol Leaders. While the "boy-run" leadership philosophy encourages the boys to learn through their mistakes, the Scoutmaster and Assistant Scoutmasters guide and assist the Senior Patrol Leader and Assistant Senior Patrol Leader in enhancing their leadership skills.

The Patrol Method was defined by the founder of Boy Scouts, Lord Baden-Powell in 1907. A Patrol consists of 8 to 12 boys and a Troop consists of several Patrols. Each Patrol elects their own Patrol Leader who represents the patrol on the Patrol Leaders' Council. The Patrol works, learns, camps, and plays together as a unit. The Patrol Method is the most important and distinctive characteristic of Scouting and it is one of Scouting's eight methods. Regular patrols function as described in the *Scout Handbook*, *Junior Leader Handbook* and *Scoutmaster Handbook*.

## Patrol Types and the Venture Crew Program

**New Scout Patrol.** When boys join Troop 854 as a new member, or as a graduating Webelos Scout, he will normally be placed in the New Scout Patrol. In late February of each year, Webelos Scouts who have completed the Cub Scout program and other boys who meet the qualifications to be a Boy Scout “cross over” to Troop 854. These new scouts are organized into a New Scout Patrol, which is led by Troop Guides who are older Boy Scouts who are at least 13 years old and Star rank or higher. Two experienced Assistant Scoutmasters will be assigned as Patrol Advisors to the New Scout Patrol. Members of the New Scout Patrol will vote for a patrol name for the New Scout Patrol. Upon formation of the New Scout Patrol, the scouts in this patrol will receive an intensive, 6 month program conducted by the Troop Guides which will give them the opportunity to advance in rank. It is incumbent on New Scout Patrol members to attend as many troop meetings, campouts, and events as possible, as well as summer camp during this time in order to receive the full benefit of this training.

**Transition to Regular Scout Patrol.** After completion of the 6 month New Scout program, the Troop Guides will return to their assigned patrols and the New Scout Patrol will elect a patrol leader who will lead the patrol. The New Scout Patrol will then function as a regular scout patrol within the troop. Scouts will vote for a patrol leader every six months. Patrol Leaders will ensure all Scouts in their patrol are given ample opportunity to advance in rank and participate in various leadership positions in the patrol.

**Venturing Crew Program.** Crew 854 is a separately chartered Boy Scout Unit sponsored and supported by Holy Cross Lutheran Church. Crew 854 is closely integrated with Troop 854, with dual registration required, shared access to Troop equipment and with adult leadership positions crossing over to support both Units. The Crew follows the BSA National Guidelines for the operation of a Venture Crew and also defers to the Troop Bi-Laws and Troop Guidebook for overall Scout processes, procedures and expectations. All other Crew activity and operations are defined by the Crew Bi-Laws as approved by a two thirds majority of the registered members of Crew 854.

The Venturing Program consists of eligible Scouts participating in high adventure activities, usually independently, but sometimes in conjunction, with regular Troop events. When a Scout becomes eligible to join the Crew 854, as defined in the qualification criteria below, he can be cross-registered in BSA Crew 854 if he so chooses to do so. There is no cost to the Scout for this cross registration as it will be covered by his annual Troop dues. This cross-registration allows our Scouts a wider choice of high adventure activities and programs.

Adult guidance in the Venturing Program begins with the Troop 854 Scoutmaster, who works in conjunction with the Crew Advisor, who will typically be a current or former Troop 854 Assistant Scoutmaster.

The Venturing Crew Scouts will wear their Troop 854 Class A uniforms to Troop meetings and all Troop events. The Scout may change into their Crew uniform after a Troop meeting or event if they are then participating in a Crew activity. The Crew is responsible for designing, ordering and purchasing their Crew uniform. If the Crew chooses to use t-shirts they are responsible for designing, ordering and purchasing them. The order will typically be placed along with the bi-annual Troop t-shirt order to save on cost.

During Troop meetings, Venturing Scouts will participate in their Patrol's regular activities, unless there are specific Venture related activities or planning that needs to be conducted which does not interfere with any Troop activities or planning and is approved on a case by case basis by the Scoutmaster.

During Troop campouts, Crew 854 Scouts will camp, eat, and participate in most activities with their Troop Patrol. Crew 854 activities may be scheduled as part of a regular Troop campout with the approval of the Scoutmaster, Crew Advisor and Senior Patrol Leader to assure there is no disruption of the Troop program planned for that campout.

All high adventure activities will comply with and conform to established BSA guidelines and must have prior approval of the Scoutmaster and Crew Advisor. High Adventure activities may not conflict with regular Troop activities more than two (2) times a year unless approved by the Scoutmaster and Crew Advisor. All efforts should be made to work around the regular Troop calendar of events as scheduled during the annual Troop planning conference. Case by case exceptions may be made by the Scoutmaster. The Scoutmaster and Crew Advisor(s) will ensure adequate adult supervision and two deep leadership is maintained.

**Venturing Scout Eligibility.** When a Scout reaches 14 years of age (13 if he has completed 8<sup>th</sup> grade), he will become eligible to join the Venture program, based on the criteria listed below. The Scoutmaster and Venturing Crew Advisor will approve the joining and sustaining membership requirements for Crew 854 as proposed by the current ratified Crew 854 Bi-Laws.

Membership requirements are:

- a. Only current or former members of Troop 854 are eligible to join Crew 854.
- b. Minimum age is 14 years old (13 if they have completed 8<sup>th</sup> grade). The maximum age is 21. Scouts may continue until re-charter or their 22<sup>nd</sup> birthday.
- c. You must have held at least one position of responsibility within the Troop. A Scout currently holding a POR may count this as having held a position.
- d. You must have earned either the Cycling, Hiking, or swimming merit badge (Swimmer rank)
- e. You must have a Scoutmaster conference with both the Crew Advisor and Scoutmaster before joining.
- f. No more than 35 active Crew members will be allowed in the Crew at any one time.
- g. New Crew members will be admitted during the month of September only. All members must be registered as Venturers and agree to the Venture crew code and bi-laws.
- h. The Scoutmaster and Crew Advisor may make exceptions on a case by case basis.

All Scouts under the age of 18 will retain membership in their regular Troop Patrols while participating in the Venturing Crew Program. If a Scout holds a position of responsibility within the Troop or Patrol, his first duty is to fulfill that position before any Venture Program activities or responsibilities.

Troop rank advancement, Scout through Eagle, and all the requirements associated with them must be completed within the confines of the Troop, its activities and positions of responsibilities as defined by the Troop Bi-Laws and Guidebook. Crew activities and positions of responsibility will not be counted towards any Troop advancement. Troop 854 activities will be counted toward Crew advancement. The Troop Advancement Coordinator will be responsible for maintaining all Crew specific award records within Troopmaster separately from Troop advancement records.

The Troop Treasurer and Membership Coordinator will also be responsible for maintaining all Crew finances and registration requirements as necessary and as defined under their duties as defined by the Troop 854 Bi-Laws.

## Patrol Leaders' Council (PLC)

The youth leadership governing body in the Troop is the Patrol Leaders' Council (PLC). The PLC is made up of the SPL, ASPL, Patrol Leaders, Scribe and other appointed youth leaders. The PLC is responsible for planning and conducting the Troop's activities. This includes developing the annual program, the weekly Troop meetings, the monthly outdoor activities, and fund-raisers. The Scoutmaster and the Assistant Scoutmasters work with the Scouts, monitor their program, and provide oversight of the PLC. The Troop Committee supports the Scoutmaster, the Assistant Scoutmasters, and the Patrol Leaders Council by helping them facilitate their planned program. Troop youth leadership positions and the PLC are discussed in the *Boy Scout Handbook* and are described in significant detail in the *Junior Leader Handbook*. The PLC meets after every meeting for a quick review of the meeting's success compared to its objectives and monthly with the Scoutmaster to review the Troop's activities and plan future events.

## Patrol Meetings

Each Patrol is encouraged to hold regular patrol meetings. Patrols will be allotted time for Patrol meetings during each Troop Meeting to take attendance, collect dues, review advancement, and discuss the details of an upcoming meeting or Troop activity. These should not exceed 45-60 minutes in length. Meetings are recognized as a must if the Patrol is to coach Scouts, develop teamwork, and provide the Patrol Leader with leadership opportunities. Patrol meetings, while not required at times other than the weekly Scout meetings, are encouraged.

They may meet at the request of the Patrol Leader to plan and conduct advancement classes or other patrol activities. All Patrol or Troop meetings or events must have the prior approval of the Scoutmaster and the Troop Committee, and should be listed on the Troop master calendar.

For Any New Scout Patrol activity at a Patrol Leader's home, or the home of a patrol member, BSA recommends supervision by the Patrol's Troop Guide or a 'BSA trained' adult, such as a Patrol Advisor or Assistant

Scoutmaster and one other adult. The Boy Scouts of America expects patrols to be 'boy - run', regular Scout and Venture Crew activities are not required to be supervised by an adult. Troop 854 follows the BSA's definitions of the three types of patrols, which can be found in Chapter 4, page 20 of the Scoutmaster Handbook.

## Program & Service Patrols

Patrols will be assigned to perform the duties of a "Program" or "Service" patrol. Assignments are located on the Troop master calendar and subject to change by the Scoutmaster. The duties of a Program Patrol may include performing the opening and closing ceremonies at a troop meeting; seeing that necessary equipment is on hand before a meeting or training session; giving leadership to campfire programs and being ready to introduce and lead songs and skits. The duties of a Service Patrol include setting up the meeting room for the weekly Troop meeting and to clean up afterward. On campouts, duties include the general cleanliness of the camp, especially the latrines, washing places, meeting areas and campfire areas; assisting the quartermaster with various activities; setting up the troop campfire and extinguishing the fires as requested. Program and Service Patrol members should arrive early and plan to stay a few minutes after each event to accomplish their assigned tasks.

## Adult Support

There are many ways to support Troop 854 as an adult. The two main paths for parent and adult support in Troop 854 are: 1) **Participation** as a registered adult leader, or 2) **Support** as an active parent volunteer. Please see the section on Adult Involvement (page 41) for more information.

**TIP:** Do not worry if you are not familiar with Scouting. Your valuable time, skills and abilities will be supplemented with training to make this an enjoyable experience for you and a valuable resource for the Troop.

## Troop Committee

The Troop Committee is made up of interested parents and other adults. Specific jobs cover activities, advancement, fund-raising, training, transportation, treasury, etc. All committee members must be registered with the Boy Scouts of America and all should take the New Leader Essential Training and Troop Committee Training offered by the District Training Team. The committee has three primary functions:

1. Approve Troop programs, activities and budget as planned by the Patrol Leader Council and Scoutmaster, and support this program including necessary fund raising to finance the program.
2. Provide Troop program support as requested by the Scoutmaster, especially transportation and adult leadership for outings;
3. Secure new adult leaders with the approval of the Chartered Organizational Representative as vacancies occur.

Regular voting members of the committee are the chairman, all registered Committee members and assistant Scoutmasters, as listed with the Central Florida Council. Parents are welcome to attend these meetings. Meetings are typically held the last Thursday of each month at the Committee Chairman's discretion.

## Uniformed Adult Leaders

The uniformed adult leaders consist of the Scoutmaster and one or more Assistant Scoutmasters operating under the direction and control of the Scoutmaster. The Troop policy for proper uniforming for Scouts applies to these leaders. It is one of their responsibilities to set the example and the proper wearing of the uniform is part of this requirement. It is the responsibility of the Scoutmaster to train and guide boy leaders. With the help and assistance of the other uniformed leaders, the Scoutmaster will use the eight methods of Scouting to achieve the three Aims of Scouting, which will in turn achieve this leadership training. The Scoutmaster has full responsibility for all program decisions of the Troop.

## Merit Badge Counselors

Merit Badge Counselors are registered adult leaders that would like to offer a learning opportunity as a coach and counselor in a merit badge that they have an interest in as a hobby or vocation.

## Parent Volunteers

Parents should participate actively as uniformed leaders, committee members or Merit Badge Counselors if they want their son to succeed in Scouting. Troop records show that most Scouts whose parents are not involved as registered leaders don't perform as well in Scouting. If a parent chooses not to become a registered leader, there are plenty of other support opportunities for active parent volunteers.

## BOY SCOUT BASICS

### Membership Requirements

Any boy may join Troop 854 if he meets one of the following criteria:

He has earned the Cub Scout Arrow of Light Badge.    or    He is 10 1/2 years old and has completed the fifth grade.    or    He is 11 years old.

In order to join the Troop, an official Boy Scout Registration Form must be completed by the boy's parents or legal guardians and submitted, with his initial fees, to the Troop. A boy who graduates from Cub Scouting is eligible to register as a transfer. To do this he must present his current Cub Scout registration card (or have obtained his membership number from the Pack) along with his registration form.

## Dues, Fees and other Financial Matters

### How Much Are Dues Each Year?

An annual participation fee of \$180 will be assessed to all registered Scouts in Troop 854. This fee is payable on August 1<sup>st</sup> of each scouting year and must be paid in full no later than December 25<sup>th</sup> of the same year. Annually, this fee will pay for Troop dues, Troop insurance, one (1) Troop Activity Shirt, re-registration fees, cross-registration fees, Boys Life subscription, troop level equipment, and all Boy Scout related awards and badges. The troop offers several fundraising opportunities during the fall for scouts to earn enough money to pay this fee.

Scouts who join Troop 854 during the year will be assessed a prorated participation fee that will carry them forward to the following August 1<sup>st</sup>. This prorated fee is due with their Boy Scout application at the time of joining. New Troop scouts will also receive one (1) Troop neckerchief, red shoulder epaulets, one (1) set of Troop numbers, and one (1) Troop nametag. Boys without a current BSA membership are also responsible for paying the prorated membership fees and initial Boys Life subscription, as determined by Central Florida Council.

Families with more than one registered scout in Troop 854 will pay a reduced fee of \$150 for the second registered sibling, \$120 for the third registered sibling, etcetera (the 7<sup>th</sup> brother is free!). Scouts who pay their fee before September 1<sup>st</sup> will receive a discount on their annual fee and only pay \$150.

Scouts who fail to pay their annual participation fee in full by December 25<sup>th</sup> will not be re-registered in the troop during the annual re-charter process and will be dropped from the troop rolls on December 31<sup>st</sup>.

On occasion, the Troop Committee may approve an additional assessment of the troop members to offset additional operating costs or to acquire approved equipment.

### Activity Fees

Scouts are asked to pay their own way for food and camp fees. Patrols will assume responsibility for purchasing their food for campouts. Typical activity fees for a weekend campout are \$30 to \$45 per Scout and cover meals (breakfast, lunch and dinner on Saturday and breakfast on Sunday), camp registration fees and occasionally an event patch.

Campout fees are paid by check or cash directly to the Troop Treasurer or the Assistant Treasurer during Troop meetings prior to the campout. The campout fee should be paid no later than the second troop meeting prior to the campout so that an accurate head count can be attained for planning purposes.



The Treasurer will maintain a payment log for each campout and major scouting event to document those who have paid the activity fee for that particular event. This log will be the only document used to determine payment. Payment information will not be included on the campout signup list. The Treasurer will provide the Scout/Parent making the payment with a receipt showing the name of the activity and the amount and date paid.

Use of the Individual Scouting Account to pay for a regular monthly campout is discouraged and should be on a limited basis. In cases where a scout and/or parent chooses to use the scout's ISA, the scout and/or parent must inform the Treasurer who will then check the scout's current ISA balance to insure that the scout has sufficient funds in his ISA to cover the cost of the campout. If the fee lowers the scout's ISA below a negative balance of more than \$25, the Troop Committee Chair or Scoutmaster must approve the transaction before the scout is logged as paid on the campout payment log.

## Scout's Personal Supplies

It is the parent's responsibility to provide a complete Field Uniform and official *Scout Handbook* for the Scout. Personal equipment such as a tent, sleeping bag, backpack, mess kit, and ground cover are also the Scout's responsibility.

## Fund Raising

For normal Troop fundraisers, such as Bass Pro, Popcorn Sales, Candy Sales, Christmas Wreath Sales etc, Scouts will receive one hundred percent (100%) of the profit earned at that fundraiser. This money will be held in the scout's Individual Scouting Account (ISA) in accordance with the current edition of the Troop Guidebook.

On occasion, the Scoutmaster or Committee Chairman may organize a Troop fundraiser where 100% of the profit earned on this designated troop fundraiser will go to the Troop 854 General Fund. These funds can be used to help with the day to day operating expenses of the Troop or for special purposes such as Summer Camp, new Troop equipment, etc, as directed by the Troop Committee.

### Troop Fundraising Show & Sell Procedures and Guidelines:

1. All Fundraising Events must be approved by the Troop Fundraising Coordinator, the Committee Chairman, Assistant Committee Chairman or Scoutmaster. Any special waivers of the following guidelines must be approved by either the Scoutmaster or Committee Chairman.
2. All Show and Sell events and dates must be approved by one of the four leaders listed above in order to insure they are appropriate and do not conflict with other Troop activities.
3. Procedures for Show and Sell Events;
  - a. Must have two deep leadership at all times unless it is only a parent and their son(s). If there is not two deep leadership the shift or event must be cancelled.
  - b. If there are multiple shifts available for a fundraising event, such as with the Bass Pro Gift Wrapping, signup sheets will be posted at Troop meetings and a maximum number of "first round" shifts that can be signed up for at that time will be announced. Normally this will be one or two shifts, depending on the total numbers that are involved in the overall event. This process will be followed so that everyone gets an equal opportunity to work a shift(s). After all of the first round shifts have been signed up for if there are additional shifts they will be made available in additional rounds until all of the shifts are filled. The signup process will be announced at Troop meetings by the appropriate coordinator.
  - c. Parents/Leaders may also sign up to work an adult shift(s), following the same guidelines as the Scouts described in section "b". See section "i" for how this impacts the participants financially.
  - d. Depending on the specifics of the event the monies earned will either go directly to the one Scout that partook in it, should it be an event set up by the Scout and with only the Scout and family participating (for example a popcorn show and deliver done by one Scout), or to a Patrol if it is a one off event not run by a Troop fundraising coordinator and they just worked that particular event alone (for example a car wash set up and executed by one of the Patrols). The boys participating from the Patrol will earn

their “hourly rate” as defined below in section “i”. Finally, if it is a Troop wide activity - such as Bass Pro, popcorn, scout show cards, wreath sales etc. - where we have multiple days/times/events/shifts then the money collected will be pooled across the entire course of the fundraising event, monies earned plus donations will be combined and then divided by the total number of hours worked by all of the Scouts and parents and then applied 100% to their Scouts ISA, after all expenses have been accounted for, based on that calculated hourly rate.

- e. Parents/Leaders will get an hourly rate slot as well for the adult shift(s) they work, as we need them to fulfill the two deep leadership requirements. Adults will sign up for adult shifts in exactly the same process as the Scouts so there is equal opportunity for them as with the boys.
- f. The Troop Treasurer will provide a starting cash box for the show and sell event with a set amount of money needed for change. The amount, typically \$25-\$50, will be determined by the Troop Treasurer.
- g. At the conclusion of the fundraiser, two Adults will count the total money collected and place it in a sealed envelope with the amount written on it and signed by both Adults. One of the Adults will take custody of the sealed envelope containing the earned money as well as the cash box, with the original cash balance inside, and turn it over to the Troop Treasurer at the next scheduled Troop meeting. For fundraisers that have more than one shift in a day, one Adult from the departing shift and one Adult from the incoming shift will count the collected money together and make a note on the tally sheet of the amount of money on hand for the departing shift as detailed below in section “h”.
- h. A tally sheet will be kept for the day showing each shift, the starting cash box balance, the earnings for the shifts and signed by the shift leaders. The sheet will also list the participants and the number of hours worked. This tally sheet will also be turned over to the Troop Treasurer with the cash box and the sealed envelope with the earnings. The standard tally sheet for the Troop will be designed and maintained by the Troop Treasurer.
- i. At the conclusion of the fundraising event the fundraising coordinator in conjunction with the Treasurer total up the net money earned, calculate the total number of hours worked and determine the per hour wage and issue it to the Scout’s ISA. Adult’s earnings will be deposited to their son’s ISA.
- j. Any up front expenses to run the event will be deducted from the final earnings from that event and not paid for out of the Troop General Fund.
- k. Questions about the process or procedures should be directed to one of the four leaders listed in item one above before moving forward.

### **Bass Pro Fundraiser Event (Only available at the discretion of Bass Pro Corp.)**

The Bass Pro Fundraiser is a unique fundraiser and is the biggest fundraiser of the year. Every holiday season, as well as some special sale events in the Spring and Fall, Scouts and adult leaders bag merchandise at the Bass Pro Outdoor World on International Drive. Buckets are placed on the counter for customers to make donations. Typically, the troop will work 8 to 10 shifts, of about 4-5 hours each, between Thanksgiving weekend and Christmas Eve. The shifts are on the weekends and some weeknight evenings just prior to Christmas. Normally, 10 scouts and 3 adult leaders are required for every shift. Some shifts require more personnel.

### **Annual Mulch Fundraiser Event (Approved annually by the Troop Committee)**

The Mulch Fundraiser is a unique activity that operates slightly differently than the other fundraising events. As it requires a large amount of adult supervision and planning, the event must be approved by the Troop Committee as part of its overall annual Troop calendar approval in June of each year. If the Troop does not have the appropriate resources to conduct the fundraiser for the coming year, then it will be removed from the calendar and put on hold for review the following year.

The event is coordinated by a mulch fundraising committee which shall consist of approximately 3 to 5 adult Troop leaders and/or parents. The mulch committee will propose their final calendar and plan to the Troop Committee no later than the November Committee meeting for final approval.

Scouts will earn money through promotional activities and/or working the day of the mulch delivery. The mulch committee will be responsible for identifying delivery areas, as well as signup sheets for promotional activities. Fundraising tables may also be set up at Holy Cross on Scout Sunday and other days as determined. They will also be responsible for coordinating the tracking of the volunteers hours, the purchase of the mulch, the delivery vehicles, the number of delivery days and the work schedule across those days.

The net proceeds from the fundraiser will be divided 80% towards the Scout ISA's and 20% towards the Troop general fund. The money paid out to the ISA's will be done so on an hourly basis, in accordance with our other group fundraiser's (re: Troop Fundraising Show & Sell Guideline 3,d above). The total number of hours worked by all of the volunteers divided into the 80% portion of the net proceeds allocated for the Scouts establishes the hourly rate which will then be paid out based on the number of hours worked.

Adult support is needed on the mulch delivery day(s) to transport Scouts, pull trailers, and coordinate the mulch pick-up and delivery. Adults that work in this capacity are on the official work schedule approved by the mulch fundraiser coordinator and will receive credit for work hours that will be applied to their son's ISA.

As a large portion of the money from this fundraiser goes to the Troop general fund, benefiting all members of the Troop, all Scouts are expected to participate a minimum of 4 hours in the fundraiser.

## **Individual Scout Account Program (ISA)**

The Troop Treasurer establishes and administers an "Individual Scout Account" (ISA) Program for all registered Scouts in Troop 854. The ISA Program will be a "paper" account maintained as a portion of the Troop General Fund allocated to the ISA.

The main purpose of the ISA Program is to provide a mechanism for Scouts to save money earned from scout fundraisers for later use to pay for major scouting activities such as Summer Camp, High Adventure trips such as Philmont, Northern Tier, Summit and Seabase, and for special events such as the National Jamboree. Subject to the approval of the Troop Committee Chairman, Scoutmaster, and the Scout's parent(s), funds in the ISA can also be used to purchase individual camping equipment, BSA uniform articles and, if necessary, monthly camping fees. Prior to a scout/parent using the ISA for any payment the Troop Treasurer will confirm that there are sufficient funds available in the Scout's ISA.

The ISA program is not intended to be used as a checking account or debit card, with frequent charges and debits. Although payment of a monthly campout fee from the ISA is allowed, routine use of the ISA for this purpose is highly discouraged. Scouts should pay for monthly campouts with a check or cash.

Scout payments for Troop activities such as Summer Camp, Philmont, Seabase, etc. will not be deposited into the Scout's ISA but instead will be deposited directly into an account for that respective activity, therefore providing an accurate ISA balance.

ISAs should not have a negative balance. If a transaction will cause the Scout's ISA balance to exceed a negative balance of \$25 or more, the Troop Committee Chairman or Scoutmaster must approve the transaction.

If a Scout is dropped from the roles of Troop 854, any funds in his ISA may, at the sole discretion of the Troop Committee Chairman, be transferred to the Scout's new Troop, subject to the new Troop's approval and participation in a similar program. If the Scout's new Troop does not have a similar program, the funds may remain in his Troop 854 ISA and become available to him as necessary, for authorized expenditures. If a Scout does not transfer to another registered Troop within 60 days, all funds in his ISA will become part of the Troop General Fund for use by the Troop. Scouts can obtain their ISA balance at any time by forwarding a written request to the Troop Treasurer.

## Friends of Scouting (FOS)

"Friends of Scouting" is an annual fundraiser for the Central Florida Council. The council does not get any share of a Scout's registration fee and depends on those who benefit from Scouting to provide a significant portion of the annual operating income for council services.

## Uniform & Insignia

The Boys Scouts of America is a uniformed organization. The Scout uniform tends to diminish the importance of a person's financial, social, and ethnic background, while clearly showing each individual's Scouting accomplishments. Each Scout displays his personal experiences and accomplishments by wearing his activity and advancement patches on his uniform. Scouts are expected to properly wear the uniform at all Scout activities.

**TIP:** The Troop does not have a hard and fast rule regarding discipline for not wearing the uniform. A rule is not needed because Scouts that do not wear the uniform are not showing "Scout Spirit" and not following the Scout Law. For all ranks above Tenderfoot, a Scout must "demonstrate Scout Spirit" in order to advance.

The Field Uniform (sometimes called a Class 'A') or the Activity Uniform (sometimes called a Class 'B') are the official Troop 854 uniforms. The proper uniform to wear is determined according to the nature of the activity or outing. Field Uniforms are required at all Troop meetings, Boards of Review for rank advancement and Courts of Honor. Field Uniforms are also required for all external Troop activities (e.g., travel to and from activities, camping, community service) unless otherwise directed by the Scoutmaster or Senior Patrol Leader. The Scout is to have respect for the uniform. Shirrtails will be tucked in and uniforms should be pressed and clean.

Activity Uniforms are worn during a camping activity, work details, summer camp, at Patrol Leader Council meetings or other informal Scouting occasions or unless otherwise directed by the Scoutmaster or Senior Patrol Leader. Occasionally, the call will be made to wear casual clothing up to the discretion and appropriateness of the event.

### Field Uniform (Class A)

#### *Mandatory Items*

- Official Scout shirt (short sleeves)
- Official Scout pants (shorts)
- Official Scout belt and buckle
- Scout socks (ankle or knee length)
- Troop 854 neckerchief \*
- Neckerchief slide
- Olive Green shoulder loops \*
- Band-Aid.
- 50¢.

#### *Optional Items*

- Scout Cap
- Merit Badge sash

### Activity Uniform (Class B)

#### *Mandatory Items*

- Troop T-shirt  
(or other Scout related shirt).
- Official Scout pants
- Official Scout belt and buckle
- Proper footwear for the activity

#### *Optional Items*

Scout socks

### Casual Uniform

- Casual wear appropriate for the event

*\*Provided by the Troop to each new Scout during a Webelos crossover or his first meeting. The Scout must purchase all other items.*

Uniforms may be purchased at the Scout Shop [1951 South Orange Blossom Trail, Apopka, Florida 32703; (407) 814-1040]. The Troop recognizes that Scouts frequently outgrow their uniforms more quickly than it is economical to replace them. Please take this into consideration when making the size selection. The Troop also

maintains an “experienced” uniform inventory of various uniform articles. Please consider donating outgrown articles to this inventory.

The Troop neckerchief is a custom-made black & red embroidered neckerchief. An official Boy Scout neckerchief slide or one made by the Scout is permitted. String, rubber bands, cardboard or paper slides are not permitted. The neckerchief is to be worn under the shirt collar, with a neckerchief slide<sup>1</sup>.

Uniform policies are set by the Troop’s by-laws and can only be changed by the Troop Committee.

## Insignia & Patches

The Field Uniform shirt needs the following insignia placed correctly:

- LEFT POCKET: Badge of Rank; Arrow of Light (if earned).
- RIGHT POCKET: Any temporary patch may be worn.
- LEFT SLEEVE: Central Florida Council shoulder patch, & "854".
- RIGHT SLEEVE: American flag, Patrol Patch, current year Quality Unit patch.
- World Scout Crest (above left pocket about 3 inches below shoulder seam)

Patch and insignia placement guides are found on the inside front and rear covers of the *Boy Scout Handbook*. Do not wear patches that are not included in the insignia guide. Not shown is the Quality Unit patch (sew on the right sleeve 4 inches below the shoulder seam just below the patrol medallion). Other sources for correct uniform guides: Uniform Insignia Guide on page 59; Boy Scout/Varsity Scout Uniform Inspection Sheet, No. 34283 and Insignia Guide, No. 33064.

Some patches are a permanent part of the uniform, such as the Troop number, the Central Florida Council shoulder patch (CSP) and an American Flag for the Field Uniform shirt. Also, each time a Scout progresses in rank the new badge of rank replaces the old one on the left pocket.

Scouts are forever receiving patches for trips, hikes, and other sources. These patches are usually worn temporarily until other patch comes along. Only one temporary patch is worn at a time and it is positioned on the right hand shirt pocket. Some scouts purchase a plastic holder for temporary patches. It has a buttonhole and is worn over the right pocket, thus making changing patches easy. Scouts may also place temporary patches on the back of their merit badge sash.

## Common Uniform Mistakes

- Not a complete uniform.
- Patches in wrong places or wearing “outdated” patches. All Scouts are expected to wear only the badges and insignia they are entitled to wear and then in accordance to BSA instructions. Scouts are expected to promptly remove all badges of office following their removal from office, election or appointment of a successor.
- Belt tab and buckle not “brass on brass”. Ask any senior Scout the trick to doing this.
- Service stars. Only one service star is allowed for each program the Scout was or is in. A Scout can wear a service star for Tiger Cubs (orange background), Cub Scouts (yellow background) and for Boy Scouts (green background).
- Headgear. Only BSA headgear may be worn while the Scout is participating in an indoor formal ceremony or service duty (except in religious institutions where custom forbids) such as flag ceremonies, inspections, orderly duty or ushering service. In informal indoor activities where no official ceremony is involved, headgear is removed as when in street clothes. Non-BSA headgear is acceptable only during outdoor activities.
- Sashes. Only one merit badge sash may be worn. Only temporary patches (no badges of rank) may be worn on the back of the merit badge sash. The Order of the Arrow (OA) sash may only be worn during OA events and is not to be worn with the merit badge sash.

## Boy Scout Handbook

All members of Troop 854 must own the current official *Boy Scout Handbook*. The *Handbook* is available from the Scout Store in Apopka. The introductory section on Child Abuse is essential and must be read by both the Scout and his parents. This book is the Scout's textbook and his record of achievement. He should be sure to put his name on the outside cover so he can identify it.

**Scouts should bring the *Handbook* to every meeting and camp out.**

Plastic or nylon book covers are available to help keep the book clean, dry and in one piece. Scouts are highly encouraged to pack their *Handbook* in a zip-loc bag while camping.



**TIP:** Scouts should safeguard their *Handbook* by clearly marking their name on the outside edge and protecting it from the elements. Remember, all Handbooks look alike from the outside.

## SCOUTING WITH TROOP 854

### Registration

The Troop re-charters each December. At that time Scouts and adults are registered with BSA. Scouts and parents are requested to provide certain personal information required for advancement and safe Scouting. This includes home and business telephone numbers, email addresses, social security numbers, automobile registration, medical, and insurance information. Scouts who have not paid their annual activity fee by December 25<sup>th</sup> will not be re-registered and will be dropped from the troop roster.

### Conduct

The guidelines for acceptable behavior for all scout activities are contained in the Scout Oath, Law, Motto, and Slogan as stated in *the Boy Scout Handbook* on pages 9.

The Troop expects each Scout to be active, to advance regularly, to wear a full Scout uniform, to practice good manners and behavior, and to do his best to live by the ideals of Scouting as expressed in the Scout Law and Oath.

Each Scout in Troop 854 (and similarly, any of his family members) has a responsibility to protect and respect our meeting place as well as the property of the Troop and his fellow Scouts. Any damage or loss incurred (intentional, accidental, or otherwise) will be the responsibility of those who cause it.

Harassment, cheating, stealing, lying, swearing, tobacco, drugs or alcohol, unacceptable knives, pellet guns, fireworks/pyrotechnics, vandalism and conduct unbecoming of a Scout is not tolerated. Depending on the type of offense, different actions will be taken first by the PLC, then by the Scoutmaster or Assistant Scoutmaster and the Troop Committee. If the Scout continues to show undisciplined behavior, a special meeting between the Scout, his parents, the Scoutmaster, and the Troop Committee will be held and could result in his suspension or removal from the Troop<sup>1</sup>.

### Communication

It is important that everyone be informed of news and events concerning the Troop. Information flows through several channels in Troop 854. Troop 854 considers effective communication to be key to the success of the Troop's program. For this reason, significant effort is made to "get the word out" regarding Troop activities and information.

In **troop meeting announcements**, Scouts are responsible for listening to instructions, understanding, remembering them and transmitting these messages to parents. A pocket or spiral notebook and pen will help and should be part of a Scout's uniform.

**TIP:** Parents should ask their son if there is any information that they need to know when he returns home from a meeting. Parents are also encouraged to arrive by 8:45pm at each Troop meeting to hear the same announcements.

A **call chain or phone tree and email** is used to inform Scouts about Troop events and special requirements, instructions, or equipment needs.

➤ The **Scoutmaster** is responsible for informing the Senior Patrol Leader and adult leadership.

- The **Senior Patrol Leader** is responsible for informing the Patrol Leaders.
- **Patrol Leaders** are responsible for informing their patrol members.

**E-mails** are one of the primary methods used to communicate Troop wide information, as well as last minute details or changes. Please provide your e-mail address (and check it often!) to the Troop Committee Chairman for inclusion to the Troop roster.

Troop 854 Yahoo Group Email Page: [www.groups.yahoo.com/group/BSATroop854/](http://www.groups.yahoo.com/group/BSATroop854/) once you go the page click the "Join Group" button in the upper right hand corner to become a member of the group.

You can also join the Yahoo Group by going to the main Troop web site, scrolling to the bottom and clicking the "join now" Yahoo Group logo.

The Troop **website** can be found at [www.troop854.com](http://www.troop854.com). It contains up-to-date information on Troop events, points of contact, the Troop Calendar, documents and other important information.

A Troop **calendar** is distributed annually (usually in September) for the entire program year. Updates are discussed at the Patrol Leaders' Council and communicated at regular Troop meetings, as well as on the Troop website.

A Troop **roster** is posted on the Troop website after each election. The roster lists the Scouts by Patrol, identifying all Scouts with positions of responsibility in the Troop, with addresses and home phone numbers for each Scout. The roster is utilized in completing a phone tree notification of important information for all Scouts.

The troop holds **parental meetings** as needed to pass along important information, update the parents on newsworthy items and encourage them to become registered adult leaders. Parents are highly encouraged to attend the monthly Troop Committee meetings.

## Advancement

Scouts learn by advancing. Advancement is one of Scouting's eight methods because it teaches useful skills, leadership and service. It is probably the one aspect we are the most familiar with, and the one most seem to focus the most on, but it is just a part of the process.

**TIP: Troop 854 stresses Scouts to "Learn the Skill, Not Earn the Award". By focusing in skill learning and demonstrating leadership and service, the Scout will fulfill the aims of Scouting.**

To be most beneficial to the Scout, advancement should be neither too rapid nor too slow. The Troop's goal is for each Scout to complete his First Class rank within a year of joining. Scouts who reach First Class within a year usually stay, while those who do not usually drop out in their second year.

The Scoutmaster and the Central Florida Council may require a specific level of advancement for some activities, due to the nature of that activity or as an inducement to encourage advancement!

## Rank Descriptions

There are seven ranks, from Scout through Eagle, awarded as badges to be worn on the uniform. The first four ranks (Scout, Tenderfoot, Second Class, First Class) emphasize basic skills. The higher ranks (Star, Life, Eagle) emphasize leadership and service; skills at this level are secondary. There are also Merit Badges to be earned as requirements for progressing through the various ranks.

## Scout Responsibility

To advance, a Scout must be active, must do his best to live by the Scout Law and Promise, practice leadership, give service to others, learn Scout skills (mostly in the outdoors), and earn merit badges.

## Procedures for Rank Advancement

A Scout should follow these procedures for obtaining and recording his rank advancements:

- Meet the requirements for the advancement or award, including the Scoutmaster's Conference and Board of Review, as set forth in the Boy Scout Handbook.
- Have his Scout Handbook signed by the appropriate adult leader(s) or senior Scout(s). Basic Scout skills for Scout, Tenderfoot, Second Class, and First Class may be certified (signed off) by Scouts with the rank of Star or above or by the uniformed adult leaders.

- ❑ Show his Scout Handbook or other advancement/award paperwork to the Advancement Coordinator. It is **A SCOUT'S RESPONSIBILITY** to show his completed advancement or award paperwork to the Advancement Coordinator. A Scout should not depend on his parent or anyone else to do this for him.

**TIP:** If the Advancement Coordinator does not have the rank advancement or award posted to the Troop records, the Scout has not yet earned the advancement or award. Each Scout is responsible for showing his completed paperwork to the Advancement Coordinator.

Scout advancement is a four-step process:

1. The Boy Scout learns by **DOING**
2. The Scout is **TESTED**
3. The Scout is **REVIEWED** (Board of Review)
4. The Scout is **RECOGNIZED** (Court of Honor)

All advancement requirements are explained in the *Scout Handbook* starting on page 438 and are listed through Eagle. Scout through First Class requirements are also listed toward the front of the book. References to pages in the Handbook with the information needed to complete each requirement are provided in parentheses after each requirement.

**TIP:** Make sure all advancement signatures and dates are placed in the back of the Handbook under each respective requirement. The advancement requirements listed in the front of the Handbook are only work-in-progress worksheets.

The ranks of **Scout, Tenderfoot Scout, Second Class Scout, and First Class Scout** require skills learned at campouts, hikes, and Troop meetings, and service hours given to the community or religious institution. Please ensure all service hours are clearly documented. The requirements will then be initialed and dated in the *Boy Scout Handbook* as they are completed. A Scout may work on the requirements for all three ranks in any order, but will receive the ranks in order (i.e., Scout before Tenderfoot, Second Class before First Class). Up to First Class rank is considered directed advancement with programs designed to assist the Scouts.

The ranks of **Star, Life, and Eagle** are considered self-directed because the requirements exceed the basic skills of the lower ranks, with the Scout taking on full responsibility for his advancement with full support from the Troop.

All requirements for advancement are tracked using the *Boy Scout Handbook*. Advancement through the seven ranks consists of performance in the following seven categories.

### 1. Active Service

A Scout must be active in Troop meetings and campouts to be eligible for ANY advancement. Active participation is normally considered to be 50% attendance at all Troop activities<sup>1</sup>. A Scout must meet this standard for at least the minimum period of active service (position of responsibility) required for each rank<sup>1</sup>. The Scoutmaster may excuse certain absences, especially for recurring events if he receives prior notification.

### 2. Basic Scout Skills

The basic Scout skills for Tenderfoot, Second Class and First Class may be certified (signed off) by Scouts with the rank of Star or above, or by the uniformed adult leaders.

### 3. Merit Badges

Merit badges are required to complete the higher ranks of Star, Life and Eagle. See page 25 on Merit Badges.

### 4. Leadership

A Scout must hold an approved Troop office and execute it in an acceptable manner for at least the minimum period of active service required for Star, Life, and Eagle.



## 5. Service Projects

This is useful service to the church, school or community, performed under the direction of Troop leaders or with the Scoutmaster's prior approval. It is important to future citizens to develop the habit of service to the greater community. An Eagle Scout candidate must be the leader in charge during his project and the Eagle project must benefit the community outside of Scouting. *See page 51 for the Eagle Scout Leadership Project Checklist.*

## 6. Scoutmaster Conference

After completing all requirements, and prior to the Board of Review, a Scout must schedule and meet with the Scoutmaster to discuss past progress and future plans. *See page 27 for details.*

## 7. Board of Review

After completing all requirements, a Scout is reviewed on work done. The Troop committee conducts reviews for all ranks from Scout through Life, under the direction of the Troop Advancement Coordinator. *See the page 28 for more details.* Board of Review for the Rank of Eagle Scout is conducted under the direction of the

Seminole Springs District Advancement Coordinator. The District's Advancement Coordinator, or his representative, will conduct this board of review with other District representatives as well as one representative from the Troop, normally the Troop Advancement Coordinator or Troop Committee Chairman

**IMPORTANT!** Scouts MUST schedule Scoutmaster's Conference and Boards of Review one week in advance. Available dates can be found on the Troop calendar.

## Service to Others

Service projects, which include Troop projects and projects organized by Scouts who are working on their Eagle rank, are an integral part of the Scouting program designed to aid the development of character and citizenship. During the year, several Troop service projects will be undertaken. This may include a clean up of Holy Cross Lutheran Church where the Troop meets or Scouting for Food drive that assists local area food banks. All Scouts are expected to participate in Troop service projects.

Hours working on approved Troop and/or Eagle Scout projects are required for advancement to most ranks. The time of service must be a minimum of 1 hour for Second Class and 6 hours for Star and Life ranks. This may be done as an individual project or as a member of a patrol or Troop project. Service projects only count towards the next rank being earned (i.e., hours for Life Scout must be accomplished while a Star Scout). Service hours cannot be used towards more than one rank. Service hours required by other clubs and organizations cannot count towards Scout service hours.

All service projects must be approved by a registered leader before the project is undertaken whenever possible. The Troop 854 Eagle Scout Coordinator, Scoutmaster, and the Troop Committee must approve all Eagle service projects<sup>1</sup>. Non-Troop sponsored service projects for advancement must be approved in advance by the Scoutmaster to ensure the service is applicable.

Service projects require a Scout to go out of his way to do the project and a Good Turn should not be misinterpreted as a service project. It is a part of the Scout's Duty to Others.

## Scout Spirit

Scout Spirit is the attitude a Scout projects on a consistent basis towards the world and people around him. This attitude should embody all points of the Scout Law, Scout Oath, Scout Motto, and Scout Slogan, at all times. Active participation, a proper uniform, Patrol pride and an eager, helpful, & supportive attitude are also an important aspect of Scout Spirit.

## Merit Badges

After the Scout has learned the basic skills of Scouting, he moves on to learning more in-depth skills. The *Scout Handbook* currently lists 119 Merit Badges that the Scout can earn. For specific information, a Scout should obtain a Merit Badge book (pamphlet) from the Troop library or Scout Shop, which gives details and step-by-step help on meeting the requirements of a particular Merit Badge. Also available at the Scout Shop is a handy "*Boy Scout Requirements*" book, which lists all the Merit Badges and their requirements. The Troop highly encourages all Scouts to use the available merit badge worksheets to document their work for the MB Counselor and Board of Review.

Earning merit badges encourages the Scout to increase his skill in subjects he already likes while others challenge him to learn about new areas of knowledge. Many of the merit badges are designed to help increase his ability to be of service to others, to take part in outdoor adventures, to better understand the environment, and to play a valuable role in family and community. Many Merit Badges are vocational or hobby oriented.

A Scout of any rank may earn any merit badge. **However, it is strongly suggested that Scouts below the rank of Star concentrate on skill learning for the advancement in that rank.**

For ranks of Star, Life and Eagle, the earning of Merit Badges is coupled with service and leadership as the primary method of advancement. Certain Merit Badges are required PRIOR to earning the rank. Specific numbers of badges must be earned to advance from Star through Eagle and certain badges are required for Eagle (pages 444-446 in the *Boy Scout Handbook*). Twelve specified merit badges are required by the time a Scout achieves Eagle. Eagles must earn an additional nine optional badges for a total of 21.

### Merit Badges Required in Scouting

- |   |  |
|---|--|
| <input type="checkbox"/> First Aid  | <input type="checkbox"/> Environmental Science or Sustainability |
| <input type="checkbox"/> Camping  | <input type="checkbox"/> Personal Fitness                        |
| <input type="checkbox"/> Citizenship in the Community   | <input type="checkbox"/> Personal Management                     |
| <input type="checkbox"/> Citizenship in the Nation  | <input type="checkbox"/> Family Life                             |
| <input type="checkbox"/> Citizenship in the World   |  |
| <input type="checkbox"/> Communications   |  |
| <input type="checkbox"/> Cooking  |  |
| <input type="checkbox"/> Emergency Preparedness OR Lifesaving. (Scout chooses only one of these two merit badges) |  |
| <input type="checkbox"/> Swimming OR Hiking OR Cycling, (Scout chooses only one of these three merit badges)      |  |

For the rank of Star, a Scout may choose any four of the 15 required merit badges in the 12 categories to fulfill this requirement. For the rank of Life, a Scout may choose any seven of the 15 required merit badges in the 12 categories to fulfill this requirement. For the rank of Eagle, a Scout must earn one from each of the 12 categories.

### Steps to Earning a Merit Badge

Work on a merit badge may be done at Troop meetings, in a group outside meetings, on an individual basis, or at summer camp. All merit badges require a Merit Badge Counselor.

- Select a Merit Badge to Work on.** The Scout selects a Merit Badge that interests him or that is necessary for his next rank advancement.
- Fill out a Blue Card.** The Merit Badge Coordinator will assist the Scout in obtaining a Merit Badge Counselor and furnish the merit badge card (sometimes called "Blue Card,") before beginning any work on the Merit Badge. The Scout's name should be on all three parts of the Blue Card, as it will eventually be separated into three different sections.
- Get Scoutmaster approval to start.** The Scout must obtain the Scoutmaster's permission and signature before beginning.
- Meet with the Counselor.** The Scout contacts the Merit Badge Counselor and arranges a time to meet with him/her. The Blue Card is presented to the Merit Badge Counselor at the first meeting.
- Work on the Merit Badge.** Upon completion of each of the requirements, the counselor initials and dates each one. Merit Badge Counselors are instructed to follow the exact requirements listed for a merit badge. If it directs the Scout to "explain", the Scout must explain; if it directs the Scout to "demonstrate", the Scout must demonstrate. Scouts are highly encouraged to use the available merit badge worksheets to document their work. When working as an individual with a Merit Badge Counselor, another person

MUST be present to meet the two deep leadership requirement of scouting. The additional person present can be another Scout, a parent, friend, or sibling.

6. **Finish work on the badge.** When the Counselor is satisfied that the Scout has completed all the requirements for the Merit Badge, the Counselor will sign and date the card and return it to the Scout. The date of completion is the date it is earned! It will be the date noted on all records of the Scout, appear on the advancement order form and the final Merit Badge Card. The Merit Badge Counselor will keep the third of the blue card that says "Counselor's Record", and return the other 2 thirds to the Scout.
7. **Get final Scoutmaster approval.** The card is then given to the Scoutmaster for his signature so he knows the badge has been completed. A Scoutmaster cannot approve a merit badge for any family member. Those approvals must be directed to another Assistant Scoutmaster.
8. **Turn in paperwork.** The Scout then returns the card to the Advancement Coordinator for recording into the Troop records.
9. **Receive Merit Badge.** At the next Court of Honor, the Scout is presented his merit badge, a white merit badge card and the middle portion of the blue card (Applicant's records) for his records. The white card is the official advancement record. The scout must keep both white and blue cards safe.

Scouts should take care to safeguard the documentation he receives of his work; if lost, a Scout may have to repeat the work to earn the badge. This is especially true in the case of merit badges earned outside the Troop. It is very important that each person holding on to a portion of the blue card, the Merit Badge Counselor, the Troop Advancement Coordinator, and the Scout must hold on to these cards for seven years, or until the Scout makes Eagle.

**TIP:** Keep blue cards separate from white Merit Badge cards. If anything should happen to the official records of the Scout, the blue cards will serve as proof of earning the Merit Badge.

## Merit Badge Counselors

Merit Badge Counselors are registered adult leaders who have knowledge about a particular badge, either by occupation, hobby, or training. Only adult Merit Badge counselors approve merit Badges. The Advancement Coordinator is responsible for maintaining a current list of merit badge counselors.

A Merit Badge Counselor cannot approve a merit badge for any family member. If the merit badge is being taught in a group setting, the Scout may participate in the merit badge sessions, but should seek approval from another qualified counselor. Exceptions may be made on a case by case basis by the Advancement Coordinator when no other Counselors are available. As a general rule, Scouts should not have more than 5 merit badges approved by the same counselor.

## Troop Library

The Troop Library contains many different Merit Badge Pamphlets and other Scout Literature. The Troop Scribe maintains the Troop Library under the supervision of the Advancement Coordinator who maintains the Merit Badge Counselor list. Merit badge books may be borrowed from the Troop Library for a period of 6 months, if after 6 months the Merit badge book is not returned in good quality then the Scouts ISA account will be charged the replacement cost for the book. This process will be administered by the Troop Scribe in conjunction with the Troop Advancement Coordinator and Treasurer.

It is recommended that Scouts donate their used Merit Badge Pamphlets to the Troop Library once they have completed that merit badge.

## Scoutmaster Conference

As a Scout advances along the trail to Eagle Scout, he must complete a variety of accomplishments. When all requirements for a specific rank are completed, the final requirements are to have a Scoutmaster Conference and a Board of Review. A Scoutmaster conference must take place after all other requirements are complete and before the Board of Review. This conference should establish a good working relationship between the Scout and the Scoutmaster of the Troop. At this required conference the Scoutmaster will help a Scout determine whether or not he is ready to go before the Board of Review. It is also an opportunity for the Scoutmaster to meet one on

one with each Scout in order to set goals, discuss interests and talk about the Scout's interaction with the Patrol and Troop.

Scoutmaster Conferences may be held at Troop meetings, time permitting, or during the monthly troop campouts. A Scout must sign up for a SM Conference with the Advancement Coordinator no later than the meeting prior to the scheduled campout. The Scoutmaster will inform each Scout when he should expect his conference to occur, however, the Scout should be prepared for it anytime during the weekend. Sufficient time will be given to change into the full field uniform. *Exceptions to this policy are rare, and will be considered on a case-by-case basis.*

## Board of Review

Boards of Review are scheduled by the Advancement Coordinator after a Scout successfully completes his Scoutmaster Conference. These boards are scheduled for the first troop meeting following the monthly campout.

The objectives of a Board of Review are:

- To make sure the Scout has completed the requirements for the rank.
- To see how good an experience the Scout is having in the Troop.
- To get a sense of the value Scouting has on the Scout.
- To encourage the Scout to progress further.

The Board of Review consists of a minimum of three registered adults. The Scoutmaster, Assistant Scoutmasters and the Scout's parents CANNOT be on the Board. The Scout must present himself in a neat, clean Field Uniform and have his *Handbook* (failure to do this will result in the review being rescheduled). The Board will ask him questions about Scouting, the Troop, activities he has attended, and advancement requirements pertaining to the rank he is completing. Particular attention is paid to Scout Spirit and how the Scout has demonstrated this since his last rank advancement. Failure to demonstrate the proper Scout Spirit will restrict a Scout's advancement opportunities. After conferring, the Board will announce the results to the Scout and Scoutmaster.

The Advancement Coordinator may also request a Board of Review for a Scout that is not advancing. The purpose of this review is to find out what problems the Scout may be having and assist him with his advancement.

**TIP: Page 52 provides a Checklist for a Board of Review.**

## Record Keeping

A Scout is responsible for asking the Scoutmaster, Assistant Scoutmasters or senior Scouts to sign his handbook as soon as he demonstrates and completes any requirement. It is the responsibility of each Scout to see the Advancement Coordinator whenever he earns a Merit Badge or advances to make sure the Troop records are brought up to date. Proof of advancement is a signed-off Scout Handbook or a Blue Merit Badge Card.

Advancement records are kept in three places:

1. Council office.
2. Troop Advancement Coordinator.
3. Scout himself.

The Council office keeps records supplied by the Troop Advancement Coordinator, who also keeps copies of these records for the Troop. The Troop Advancement Coordinator maintains the Troop's advancement information on a computer.

The Scout will receive three kinds of documents that they need to KEEP IN A SAFE PLACE UNTIL AFTER THEY TURN 18 (or receive the Eagle Scout Award, whichever is later). These documents are:

1. *Boy Scout Handbook*. A Scout's advancement is recorded in his *Boy Scout Handbook* (pages 438-447).

**TIP: The Boy Scout Handbook is also an excellent place to record other advancement requirements. Write down all dates and places of campouts and service hours. The Board of Review will look for this information.**

2. Signed Applicant Record of completed blue merit badge cards.

3. Wallet-sized certificate (white) cards for rank advancement and merit badge completion.

Make sure all of the above are signed or initialed by the appropriate Scout leader. They are a Scout's record of badges and dates earned. Even though rank advancements and Merit Badges are earned at each Scout's rate, they are only presented at Courts of Honor. They are considered earned on the date of the Board of Review for rank advancement or when the Counselor signs the merit badge blue card, not on the date of the Court of Honor.

**TIP:** All rank advancement and merit badge cards are the same size and can be safely kept in plastic protector pages, which are designed for baseball or other collectible cards.

IT IS VERY IMPORTANT THAT A SCOUT KEEPS THESE DOCUMENTS IN A SAFE PLACE AND DO NOT LOSE THEM! If it should happen that there is a discrepancy or missing records, a Scout's personal records are his most important ally in proving what he completed and when.

## Scout Leadership Opportunities

Leadership development is one of Scouting's eight methods. For Scouts above First Class, leadership and service are as important as earning merit badges. The Troop's boy leaders are responsible for planning and executing the Troop program. All officers must receive the Scoutmaster's approval in advance, must meet the Troop's active service standard for meetings and campouts and have attended or agreed to attend the Troop level Junior Leader Training Conference<sup>1</sup>.

### Scout Leadership Positions

**Senior Patrol Leader.** The Senior Patrol Leader (SPL) is the youth leader of the Troop. His peers, the other Scouts in the Troop, elect him. He is the leader of the Patrol Leaders' Council (PLC) and leads meetings and outings. The SPL is responsible to the Scoutmaster for the operation of all activities of the Troop involving the Scouts. The SPL normally serves only one six-month term, to allow as many senior Scouts as possible to hold this leadership position. The Scoutmaster may, at his discretion, allow an SPL to run for another term. A Senior Patrol Leader should be Star rank or higher, must be attending most meetings and outings, have been a member of Troop 854 for a minimum of one year and has been a Patrol Leader or ASPL in Troop 854 for a minimum of six months<sup>1</sup>. Candidates for Senior Patrol Leader must attend the National Youth Leadership Training Conference prior to running for office.

**Assistant Senior Patrol Leader.** The SPL appoints an Assistant Senior Patrol Leader (ASPL), subject to Scoutmaster approval. The ASPL is the second highest leadership position in the Troop. He supports the SPL and is responsible for the performance of the other positions of responsibility other than Patrol Leaders. He serves for the same term as the SPL. He should be a Star rank or higher and have been a Patrol Leader. If the Senior Patrol Leader feels the need for additional Assistants, he may appoint additional Scouts to this position with the approval of the Scoutmaster.

**Patrol Leader.** Each Patrol is led by its elected Patrol Leader (PL). He represents his patrol on the Patrol Leader Council. Patrol Leaders are elected to six-month terms. To be a Patrol Leader, he must be attending most meetings and outings and has been a member of Troop 854 for a minimum of six months<sup>1</sup>. Patrol Leaders in the New Scout Patrol serve for one month in order that each member of the patrol has his chance to be a Patrol Leader<sup>1</sup>.

**Assistant Patrol Leader.** Each Patrol Leader appoints his Assistant Patrol Leader (APL), subject to the approval of the SPL, to serve during the same term as the Patrol Leader.

**Troop Guide** The SPL appoints the Troop Guide, subject to Scoutmaster approval. The Troop Guide works with the New Scout Patrol. His position is equivalent to an ASPL. The Troop Guide serves for the same term as the SPL.

**Positions of Responsibility.** The SPL appoints the following key leaders, also known as positions of responsibility, to serve during the same term as the SPL: Bugler, Chaplain Aide, Historian, Instructor, Librarian, Quartermaster, Scribe, OA Representative, Leave No Trace Trainer and Troop Webmaster. These officers have duties as described in the *Junior Leader Handbook*. Qualifications for these key leaders are any qualified, interested Scouts subject to Scoutmaster approval. All applicants must fill out a Leadership Position Application form found in the back of this Guidebook<sup>1</sup>. Preference will be given to Scouts First Class and higher who need a leadership position of responsibility to advance<sup>1</sup>. Within each Patrol, the Patrol Leader will select a Scout to serve as Patrol Quartermaster, Cheermaster, and Scribe, serving the same term as the Patrol Leader.

**Junior Assistant Scoutmaster.** The Scoutmaster may appoint Junior Assistant Scoutmasters (JASMs). Each JASM has responsibilities similar to the adult Assistant Scoutmasters. The JASM serves at the pleasure of the Scoutmaster, based on performance. JASMs are 16 or 17 years old (BSA requirement) Eagle Scouts.

**Den Chiefs.** Local Cub Scout Packs, subject to Scoutmaster approval, requests den Chiefs. They serve at the pleasure of the Cub Scout Pack.

## Troop Elections

The two most important Troop positions (Senior Patrol Leader, Patrol Leader) are elected by their peers to six-month terms. Troop elections typically occur in the fall and spring. The Senior Patrol Leader is chosen by secret ballot of the entire Troop (more than half the active Scouts must be present).

The members of their patrol elect patrol Leaders in a similar manner. There will be Patrol Leader elections every six (6) months. Patrol Leader candidates will have completed or agreed to complete Troop level Junior Leader Training (JLT), and have the approval of the Scoutmaster<sup>1</sup>. Each Patrol Leader will select his own assistant. Patrol Leaders cannot serve consecutive terms<sup>1</sup>.

The Scoutmaster will review the performance of all the elected Scout leaders after a one month period of service to evaluate that the position is being fulfilled in a proper manner or if the Scout is in need of additional mentoring to meet his requirements. If the Scout is not fulfilling the position at all or has become inactive with the Troop the

Scoutmaster may remove him from the position at this point and determine time served if any. The Scoutmaster will appoint a replacement until such time as an election can be held by the Troop.

New Scout Patrols will hold elections every month so each member of the Patrol has the opportunity to serve in different Patrol positions<sup>1</sup>. New Scout Patrol members cannot serve a second term as New Scout Patrol Leader until every member of his New Scout Patrol has had the opportunity to serve in that capacity<sup>1</sup>.

## Training

An important part of Scouting is learning to be a leader. A Scout learns leadership through the patrol method in the Troop and at a Junior Leader (JLT) session conducted by the Troop. The purpose of JLT is to get the leadership acquainted with each other and how to be a successful leader. All Scouts who assume a new position (even if they held it before) must attend in order to be qualified as "Trained".



Training  
new

## Order of the Arrow (OA)

The Order of the Arrow, or OA, is a brotherhood of honor campers. Scouts become candidates for OA by being elected by their fellow Scouts as best exemplifying the Oath and Law. To become eligible for election a Scout must hold First Class rank or above and have experienced 15 days and nights of camping during the two years before his election. The 15 days and nights must include one, but no more than one, long-term camp such as Summer Camp. In order for a Troop to conduct a youth election, there must be 50% of the active registered Scouts in the Troop present on the election date. Actual elections are conducted by the District's OA election team at a Troop meeting.

OA candidates are "called out" in a special ceremony, usually at District's Fall Camporee or other designated time and place as set by the local OA Chapter Chief. They must then prove themselves at an OA Ordeal where they are to reflect upon their Scouting life and obtain a deeper understanding of the Order. The adult OA members of the Troop can recommend to the Troop Committee for approval one adult per Troop per year to the OA District Chapter. He or she also must meet the camping criteria as required for Scouts, and must attend the Ordeal to become a member of the Order of Arrow.



Scout  
above

## Religious Obligations

The twelfth point of the Scout Law states, "A Scout is Reverent". A Scout is expected to be faithful in his religious duties, respect the convictions of others and encouraged to express his faith in his God, in his own way, according to the practice of his family and religious organization.

## Meetings & Campouts

Boy Scout adult leadership at the Troop, District and Council level is required to provide religious services to all Scouts when they are participating in a Scout function on Sunday or the Sabbath. The Troop will conduct non-denominational church services whenever a trip extends into a Sunday.

## Religious Emblems

There are religious emblem programs in which a Scout can work with his religious leader and family to explore his own faith and character. These are not BSA awards. Upon completion, he is presented a medal to be worn on his uniform for special occasions, such as Courts of Honor. A knot is worn on the uniform to indicate he has earned the medal, when he is not actually wearing the medal. The *Boy Scout Handbook* has more details on page 413.

## Activities

Troop activities are divided into meetings and outings. Meetings include Troop meetings, Patrol Meetings, Patrol Leader Council meetings, Troop committee meetings, Courts of Honor, and the Annual Planning meeting. Outings include day outings, weekend campouts, family outings and summer camp.

Scouts are expected to participate in all phases of the Troop program. This means regular attendance at Troop meetings, campouts, and trips. Participation in Troop 854 activities is needed in order to show Scout Spirit, is required for meeting advancement requirements and time in a position of responsibility. Experience has shown that Scouts with a good attendance record experience greater satisfaction and success in Scouting. The Scout should inform his Patrol Leader or Senior Patrol Leader whether he will attend or miss a Troop event as far in advance as possible. If extended or recurring absences are expected due to other events, a Scout should inform the Scoutmaster in advance so they can formulate a plan to continue his Scouting experience upon his return.

The Troop expects all activities to start and end on time and expects Scouts and adults to arrive and to be picked up on time.

Troop 854 has a tradition of carrying on despite adverse conditions of rain, snow, hail, arctic temperatures, mechanical failure, etc. Reasonable care is taken to ensure the Scouts' safety. Scouts and parents should trust the judgment of the adult leaders attending a scheduled Troop activity.

## Permission Slips

Whenever the Troop sponsors an activity that leaves the vicinity of the Holy Cross Lutheran Church, a signed permission slip is required BEFORE a Scout can participate<sup>1</sup>. A parent or guardian must complete a permission/release form for each outing the Scout attends. Please note the date the permission slip is due. It must be returned by that date, along with any required money if the Scout wants to be assured of attending the activity. Whenever the Troop gathers for an activity, there will be check of permission slips and other required information. Parents should check to make sure that the adult leadership has all the necessary information to care for their son in the case of an emergency. All Scouts and leaders must have a durable medical treatment release form on file with the troop prior to participating in any outdoor event. These forms must be notarized and renewed annually.

Permission Slips Located on the Troop Website: [www.troop854.com/documents/Troop\\_854\\_Permission\\_Slip.pdf](http://www.troop854.com/documents/Troop_854_Permission_Slip.pdf)

## Medical Forms and Physicals

Parents are responsible for ensuring all needed medical forms and physicals are up to date with the Troop Outdoor Activities Coordinator. Scouts are required to have Part A and Part B of the annual physical form that is less than 12 months old on file to participate. Scouts participating in high adventure activities are required to have Part C of the physical annually. Adults 40 and over are required to have Part C of the physical annually. Part D of the physical is used for National High Adventure Camps.

Medical Form Located on the Troop Website: [www.troop854.com/documents/NewMedicalForm.pdf](http://www.troop854.com/documents/NewMedicalForm.pdf)

**Medications.** Any Scout who takes prescription medication during any troop outdoor activity must provide the troop committee's Health & Safety Coordinator a list containing the following information:

- Name of medication, including dosage level and frequency

- Name and telephone number of prescribing physician
- Any potential side effects and drug interactions

During outdoor activities, it is the responsibility of the Scout's parent(s) or legal guardian to deliver the medication to the Scoutmaster (or his designated representative). All medication, including non-prescription over-the-counter medications, must be in their original containers. The container must contain only the amount of medication needed (no extras) for the duration of the activity. The container(s) must be delivered in a 1-gallon Ziploc bag with the Scout's name clearly marked. During the outdoor activity, the Scout assumes sole responsibility for taking his medications. He must seek out the Scoutmaster (or his designated representative) at the proper time for his medications. The Scoutmaster (or his designated representative) will give the Ziploc bag containing his medication to the Scout who will then remove the container(s) and take his proper dosage. Parent(s) or legal guardians of any Scout who cannot assume this responsibility must make other arrangements for their Scout and his medication. The Scoutmaster (or his designated representative), Troop 854, and Holy Cross Lutheran Church assumes NO RESPONSIBILITY or LIABILITY for Scouts and their medications. The Scoutmaster (or his designated representative) is only responsible for the transportation and safekeeping of medications.

Parent(s) or legal guardians of Scouts who take prescription medication for behavioral or emotional issues must disclose this information to the Scoutmaster and Troop Committee Chairman upon joining Troop 854 as a condition of troop membership. Parent(s) or legal guardians of current Scouts who are subsequently prescribed medication for behavioral or emotional issues must disclose this information to the Scoutmaster and Troop Committee Chairman as a condition of continued troop membership. Parent(s) or legal guardians of Scouts agree to the disclosure of this information within the troop committee, as needed, as a condition of their sons' membership in Troop 854.

**TIP:** The Troop will not take a Scout on any activity without a completed and signed Permission Slip. Each parent should thoroughly review the waiver and health record portion of the Permission Slip to ensure that the Scout's safety and medical condition are accurate.

## Preparation Checklist for Troop Meetings

- ✓ Field Uniform. The SPL will inform the Patrol Leaders, and the Patrol Leaders will inform their respective Patrols, if there is a special activity that requires something other than a Field Uniform.
- ✓ Small notebook, a pen or pencil.
- ✓ Personal calendar.
- ✓ *Boy Scout Handbook*
- ✓ Any requested and necessary materials for the activities that evening. These materials may include pocketknives, compasses, etc.

## Meeting Agenda

Troop meetings are conducted by the SPL of the Troop. Troop meetings are designed to strengthen each Patrol, provide each Scout with a common experience, and give each Scout the chance to learn new skills that will make his Scouting experience more enjoyable and valuable. A typical meeting includes:

- Pre-opening – Setting the room up by the designated Service Patrol for the meeting; game; advancement activities as available.
- Opening Ceremony – (Program Patrol) Presentation of the Colors, Pledge of Allegiance, etc.
- Opening Announcements - Review of the evening's activities, discuss coming events.
- Main Program – Skills instruction; merit badge instruction.
- Patrol Meetings - Each patrol discusses their Patrol's coming events (e.g., plan a campout menu, assign campout duties); schedule a non-Tuesday night patrol meeting, etc. This is the time the Scout can use for individual advancement activities (e.g. skill proficiency demonstrations, Scoutmaster Conferences, etc.)
- Troop Game / Inter-patrol Activity
- Final Announcements



- Scoutmaster's Minute
- Closing Ceremony (Program Patrol)
- After the meeting – Clean up by the Service Patrol and a quick PLC meeting

## Patrol Leaders' Council (PLC) Meetings

The monthly Patrol Leaders' Council (PLC) meeting is on the second Tuesday of each month from 8:30-9:00 pm. The standard Troop Meeting will end at 8:30pm to accommodate the (PLC), however the Patrols may still work on activities if they so choose until 9:00pm. All Patrol Leaders, Assistant Senior Patrol Leaders, Scribes and other elected leaders are required to attend the Patrol Leaders' Council unless excused by the SPL<sup>1</sup>. Sample (PLC) meetings can be found in the JLT Handbook. The (PLC) should use the materials provided in the Troop Program Features book for planning purposes. The (PLC) meets after every meeting for a quick review of the meeting's success in meeting its objectives and monthly with the Scoutmaster to review the Troop's activities and plan future events.

## Courts of Honor

The Court of Honor is the last step in the advancement program (A Scout is Recognized). Here the Scout is honored before his fellow Scouts, family and friends for the rank advancement he has obtained, the merit badges he has earned, the leadership he has undertaken and the activities in which he has participated. Awards and advancements may be earned throughout the year but are only recognized and presented at Courts of Honor.

Normally, there are two or three Courts of Honor held every year. This event may take the place of a regular Troop meeting or may be scheduled separately. All Scouts are expected to attend the Court of Honor whether receiving an award or not<sup>1</sup>. All Scouts must be dressed in a full Field Uniform<sup>1</sup>.

This is a FAMILY meeting and all family members are encouraged to attend. It's a very special time to a Scout. Troop Courts of Honor offer an excellent opportunity for new families to get to know the rest of the Troop family.

## Camping & Outdoor Activities

### Objectives of Troop 854 Outdoor Activities

The outdoor program of camping and hiking is the heart of Scouting, and is one of Scouting's eight methods. Troop 854 plans a variety of overnight experiences, conducted on a monthly basis year round, in all weather.

The primary objectives of a Troop 854 outdoor experience are to:

- Provide experiences and skill learning opportunities in an outdoor environment.
- Ensure the safety and health of all participants during the activity.
- Practice *Leave No Trace* camping that leaves the surroundings in a better condition than the Troop found it.
- Have fun.

### Pre-camp procedures

When a Scout plans to attend a campout, under the leadership of his Patrol Leader, the Scout will help plan menus and responsibilities for the event and make arrangements within the patrol to share a tent with a fellow Scout, if necessary. The Troop Committee plans transportation for all Troop events. Camping trips are held in all sorts of places and extra adults are always welcomed and needed on Scout outings. Adults camp in their own designated area of the campsite. Adults do not share tents with Scouts, including their own sons. Adults who would like to camp more than once a year must be registered as an adult leader. Adults who camp more than 2-3 times a year should attend the District Outdoor Leadership Fundamentals training course. All campers, youth and adult alike, must have the proper medical forms (Medical Form Part A, B, C or D) on file with the troop prior to attending a campout. The troop committee's outdoor activities coordinator will inform campers when their medical information needs to be updated.

## Registration

In order to participate at a camping event, a Scout must have his registration fee paid and a Permission Slip completed and signed by his parent or guardian. These are turned in to the Outdoor Activities Coordinator. The registration fee typically covers meals, camp fees and an activity patch. At times, a Scout may be required to bring a bag lunch, or extra money for a stop on the way to or back from the event. This will be noted on the Permission Slip.

## Menu Planning for Campouts

Normally, the Troop camps by patrols, with each patrol responsible for their own food menu planning, purchasing and preparation. Patrols will plan balanced meals, with consideration for all Patrol members' religious, medical, and personal preferences. Patrol Leaders will submit their meal plans for approval to their respective Patrol Advisor or Patrol ASM.

Patrols will assume responsibility for purchasing their food for campouts. For each camp-out, one member of the Patrol is assigned as Patrol Grubmaster to go out and buy the food listed on the planned menu in reasonable servings to satisfy only patrol members attending the campout. This is a learning experience that requires planning and the execution of that plan. Parents should provide minimal help in the shopping - absolutely refrain from doing it all.

For a typical weekend campout (assumes breakfast, lunch and dinner on Saturday and breakfast on Sunday), Scouts attending the campout will pay \$18 to cover the cost of the food purchased by the Patrol Grubmaster. At the Troop Meeting prior to the Campout, the Troop Treasurer will issue the Patrol Grubmaster a Troop 854 check in the amount of \$18 per patrol member for each patrol member that has paid for the campout. For example, if six scouts from the Fox Patrol paid for the campout, the Fox Patrol grubmaster will be issued a check for \$108 (6 X \$18= \$108).

Consideration must be given to food packaging and containers. At times trash must be packed out; repackaging food into labeled plastic bags is a great way to reduce packaging waste and food waste by taking only what the Patrol needs. Glass containers, prepared foods (canned, individually-wrapped or pre-packaged) and food requiring refrigeration should be minimized. Foods subject to spoilage, soda, exotic or expensive items should not be included. With special permission, a Scout may bring special food to be cooked that will show camping/woods skills.

Menu planning should also address the type of cooking equipment required and the amount of cleanup needed.

When meals are prepared, keep in mind the basic food groups and make sure that the food will provide each Scout with the necessary energy they need for the challenges of camping. Menus will be posted during the campout. Pages 257-283 of the *Boy Scout Handbook* offer great ideas.

**TIP: Meal planning is an important exercise. All Scouts cook what they eat and eat what they cook. Unless a Scout has serious medical problems to food items, he will have to eat what is on the menu.**

The Scout(s) responsible for preparing the meal, as assigned by the duty roster, will ensure all members of the Patrol receive "firsts" before allowing Patrol members to return for "seconds" or "thirds". The Patrol Leader is responsible for ensuring the duty roster is followed, and if necessary, corrects any discrepancies. Under no circumstances will Scouts be released from duty prior to its' completion and inspection. The Patrol Leader should inspect all Patrol areas (chuck boxes, cooking area, Patrol area, etc.) as needed.

## Assembling the Troop to Depart

Camping events usually start out on Friday evenings by meeting in back of Holy Cross Lutheran Church. Scouts are to be at the departure point thirty (30) minutes ahead of time (Check the Permission Slip for date and time of departure). This helps to ensure that all materials are stowed in the trailers, Scouts are in line and properly dressed (normally Field Uniform) for camping, a head count is taken, and that the drivers are ready.

Before starting out there is an equipment check. Always remember to plan ahead and pack ALL the equipment necessary for your trip. Pages 51-54 of the *Boy Scout Handbook* provide a ready checklist for camping supplies. If a Scout arrives unprepared, he may be left behind, or at best, he will delay everyone else while he goes home to pick up the forgotten items.

## Rides

Every Permission Slip requests the travel needs of each Scout. A Scout will accompany his parent or guardian if that adult is attending the campout. Adults attending campouts are expected to provide rides for other Scouts who

need them. For those other Scouts needing a ride, every effort will be made to assign them to a vehicle based on their patrol membership. It is important that the ride assignments do not change during the entire campout to ensure no one is left behind!

## Uniform

The required uniform for travel to and from Troop outings will be the Field Uniform. If a Scout comes ready to leave without the uniform, he will be sent home to get the necessary parts!. The uniform must be worn properly while traveling, and at any stops that may be made. After arrival, for campouts and most other activities, the Activity Uniform is usually worn.

## Tenting

Patrols must tent together!. The SPL must approve members of different patrols camping together!. Tents are set-up in an orderly manner and segregated by patrol. Adults will not camp in close proximity with the youth Boy Scouts. Parents cannot share a tent with their son. Adults will camp together in the same manner as patrols. When Webelos are invited to camp with the Troop, they and their parents will camp together, apart from the Boy Scout Patrols.

## Camp Procedures

Each patrol will camp as a group in the Troop campsite and will be responsible for their area of the campsite. All BSA camping etiquette will be followed and Leave No Trace camping procedures used.

Here is a typical weekend campout:

When the Troop arrives at the campsite, all Scouts are to line up by the Trailer and begin unloading the supplies. Packs are to be put in a pack line, Troop supplies are put in one area, and patrol supplies are taken to the patrol areas. Troop needs are to be completed first, such as getting water or putting up the dining fly. The patrol areas are set-up next. Followed by the tents, which are set-up in a straight line and segregated by patrol. Personal gear is stowed last. All Leaders and Adults attending the campout will oversee and assist the Trailer unpacking and Troop gear set up before setting up their own personal equipment. Camp games can be played so long as the SPL and Scoutmaster believe the Troop worked well in setting up camp, and the weather and terrain permit.

The Patrol Leader will post the duty roster and menu for all to see. The roster is a rotating schedule of responsibilities that was pre-arranged by each patrol. This gives each Scout an equal chance to participate in Patrol duties.

On Saturday, all Scouts must participate fully in what has been planned for the camp-out by the PLC. The Activity Uniform is typically worn at this time.

Sunday, teardown day, will vary depending on the departure time. In any case, it is a Troop effort, if a Scout is finished all his job(s) he is to help another Scout finish. All Scouts are needed to help teardown camp quickly, efficiently, and safely and in the same order (Troop gear, Patrol gear, then personal gear). NO SCOUT will be allowed to leave the event until all Troop gear is packed, the campsite has been cleaned and inspected, and the Senior Patrol Leader has released the Troop. As with the setup process all Leaders and Adults with oversee and assist the Troop equipment breakdown before packing their own belongings. If a Scout has a special requirement for arriving late or leaving early before the event is complete, it must be cleared with the Scoutmaster in advance. The Field Uniform is worn on the trip home. Parents should be warned that the Troop arrival time might vary depending on departure time and road conditions. Scouts will be dropped off at the Pet Smart parking lot adjacent to Holy Cross Lutheran Church, unless otherwise specified on the Permission Slip. Parents must arrive at the time listed on the campout itinerary to ensure their Scout is picked up in a timely manner!

## Meals at a Camp-Out

Meals are to be prepared and eaten by Patrol based on the menu planned before the campout. Tasks are assigned by Patrol based on the duty roster. Each Scout should share in the cooking and clean-up tasks, unless specific advancement requirements are being met. The SPL or his designee will inspect each Patrol area after every meal to ensure the clean up is completed.

## Rules at a Camp-Out

All Scouts are expected to follow the Scout Law, Motto, Slogan, Oath, and Outdoor Code. Any problems that arise will be taken care of quickly and fairly. If a Scout becomes uncontrollable, it is the parent's responsibility to come to camp and take their son home.

- A Scout's work is not done until the Troop's work is done.
- It is everyone's responsibility to help others and teach others skills they do not know.
- No running in camp.
- Scouts are responsible for their personal gear.
- Each Scout must have a buddy. Permission **MUST** be given before leaving camp or any group activity.
- If Scout is on any prescribed medication, place the medication in a Ziploc bag with complete instructions and give to the adult leader in charge of the campout. **It is the Scout's responsibility to go to the adult leader when it is time to take the medication; the adult leader is only responsible for keeping track of the medications!**
- Stay out of the trailer. Only the Quartermasters have permission to enter the trailer and remove items from the Trailer.
- Do not enter someone else's tent without permission.
- Always ask permission to enter another Troop's or Patrol's campsite: Proper procedure is to stop at the edge of their camp and ask permission to enter. Question: "Permission to enter camp?" Response: "Permission granted."
- No food in tents. Repeat – NO FOOD OR FLAMES IN TENTS! Remember – NO FOOD IN ANY TENT!
- Scouts to wear proper footwear in and around camp. No bare feet! Boots-above-the-ankle are the preferred footwear.
- Scouts to use proper restroom facilities. If no restroom available, use proper woods skills method (cat holes or latrines). No peeing in or near camp or on trees.
- Do not use insect spray in tents. It removes the waterproofing! Cream/Lotion preparations are recommended.
- Never cut a rope, unless you have adult permission.
- Each Scout should maintain good personal hygiene. (Parents, please check your Scout's toothbrush after a campout, the Troop does not use *dehydrated* water).
- It is not a general practice to allow Scouts to call home on outings. Exceptions to this rule would include a need for special medications/medical care/emergencies. Scouts with cell phones must ask permission prior to using them.
- Always bring the *Scout Handbook*, notepad, and pencil.
- The Troop will **ALWAYS** leave campsites better than they were found. The campsite will be policed as a group before we leave.

## Personal Gear

Personal equipment such as a tent, sleeping bag, backpack, and mess kit, are the Scout's responsibility. Scouts will need a good quality sleeping bag, sleeping pad, and eating utensils. Cooking equipment is provided by the Troop. Scouts should strive to bring the minimum gear necessary and to pack it so that the Scout can carry all gear to his patrol's campsite in a single trip.

Since most activities take place outside, Scouts should always dress appropriately for the weather and activity at hand and **BE PREPARED** for changes in weather. Good quality rain gear and a personal first aid kit should be the first items packed for any outside activity. It is not a Troop 854 campout unless it rains!

The basic, required personal camping gear is listed in the *Boy Scout Handbook*, pages 203-204 and 224, which is a handy checklist for a Scout to use when HE PACKS for a trip. If a Scout and his parents are unfamiliar with camping needs, **PLEASE ASK FOR HELP**. The Troop would rather solve camping equipment problems in the warmth of the church than in the cold rain on a trail.

At least one change of clothing should always be packed. In cold weather, layered dressing is encouraged and a **DRY** set of sleeping clothes should be packed for each night. Pack clothes (and toilet paper) in waterproof bags (Zip-locs works nicely).

**TIP: Label, label, and label everything that a Scout would like to use or see again. Label all personal items where it can be seen (books, hats, socks, cups, eating utensils, etc.) Nail polish is very durable and an excellent means of marking mess kits. Unlabeled items may never be returned.**

The biggest investment should be a sleeping bag. Each Scout should have a sleeping bag appropriate for freezing weather (rated to 20°F). Sleeping bags come in a variety of styles and qualities, so please ask a uniformed Scout leader if you have any questions at all about the purchase of a sleeping bag.

#### What Not to Bring!

- Electronic equipment (Radios, CD players, computer games)
- Personal food (Candy, soda, snacks. Absolutely no food in the tents!)
- Sandals, open-toed shoes
- Unmarked items that are of value
- Illegal items
- Styrofoam items
- Candles, Butane lighters
- Non-folding knives
- Never go on a campout without required daily medications taken or brought. Parents will be called to bring the medication out to the campout location.

### Troop Equipment

The Troop is blessed with excellent camping equipment. The troop provides cooking equipment, lanterns and dining canopy. Troop gear used on the campouts is assigned to each Patrol who is responsible to thoroughly clean the gear and return it at the following Troop meeting. The Quartermaster keeps a list of who has the gear and checks it off when it is returned in satisfactory condition.

#### Equipment Check-Out Procedures

- ✓ Only the Troop Quartermaster may distribute supplies.
- ✓ Scouts are to line up at the Trailer.
- ✓ Supplies are given out on a first come, first served basis. Each supply is numbered and assigned to a Patrol.
- ✓ Check all equipment to insure that it is in good working condition. Inform the Quartermaster of all equipment problems immediately.

#### Equipment Check-In Procedures

- ✓ Whoever signed the supplies out is responsible for the care, cleaning and return of those items to the Quartermaster for check-in. Only the Quartermaster checks in supplies.
- ✓ **Wash and clean all Troop equipment thoroughly before returning it!**
- ✓ Inform the Quartermaster of any equipment problems.
- ✓ All equipment will be returned to the Quartermaster at the end of the campout. If the gear is not returned to the satisfaction of the Quartermaster, it will not be accepted and must be returned when clean.

Prior to returning any equipment, Scouts are expected to perform the following tasks:

#### Cooking Equipment and Other Gear Cleaning Procedures

- All cooking equipment and utensils must be cleaned prior to storing or returning them to the Quartermaster.
- Be sure that the patrol box has all the necessary cooking equipment (e.g., pots, pans, utensils) and supplies (e.g., soap, paper towels, aluminum foil, trash bags). Make sure the Patrol Leader is aware of any needed supplies. No food is to be left in the patrol boxes.
- Never use soap on the cast iron cookware (Dutch ovens and skillets).
- Notify the Quartermaster of any broken or missing cooking equipment or utensils so that they may be replaced.

## Special Activities

### Camporee

Derived from two words: camp and jamboree, this weekend event is attended by several Troops within the Seminole Trails District at various locations. Held in the fall and spring, there are various skill and spirit competitions between the patrols attending. Every other year the Central Florida Council will conduct a Council wide Camporee in the fall.

### Summer Camp

Troop 854 traditionally attends a summer camp at a Scout Reservation, usually outside the state of Florida. The Troop usually camps in mid June to mid July with sign-up time in early spring. The cost is about \$400-\$500 per week depending upon the location.

Summer Camp is an excellent opportunity for boys to earn Merit Badges, work on skills they would like to improve, and have a great time with other boys from the Troop. The primary objective of camp is not to come home with a fistful of Merit Badges, but to learn some Scouting skills and to have fun.

Scouts just entering the Troop should participate in the First Year Emphasis program as some boys can progress a full rank at camp. It has the advantage of getting new Scouts quickly involved with the Troop and takes the edge off the first meetings in September.

### Memorial Day Flagging of Veterans Graves

Each year, Troop 854 participates in the annual Memorial Day Flag Ceremony at a local cemetery in Lake Mary or Sanford, in conjunction with American Legion Post 53 in Sanford. Scouts place a small American flag next to each headstone in honor of Memorial Day and those who helped keep our country free.

### Scouting for Food

Every year, Scouts collect food for the fight against hunger. Bags for canned food are distributed on one Saturday and collected the following Saturday. The food is turned over to local area food banks for distribution to needy families. This is a national "Good Turn" of the Boy Scouts of America.

### Scout Sunday

The month of February brings Scouts together to celebrate the Birthday of Scouting around the world. Scout Sunday is the day the Scouts set aside to commemorate the founder of the Boy Scouts, Lord Baden-Powell. Troop 854 takes this opportunity to show its appreciation to its chartered organization, Holy Cross Lutheran Church by attending the services at the church, and providing a sausage and pancake breakfast for the congregation.

### High Adventure / Philmont

The Troop occasionally offers its older Scouts more challenging events. BSA offers four High Adventure Bases on a national level. **Florida Sea Base** in the Florida Keys offers snorkeling, SCUBA, boating, and beach camping. **Northern Tier** is one of the most beautiful, and remote parts of North America offering canoeing, hiking, fishing, and winter camping in and around the beautiful lakes of northern Minnesota and southern Canada. **Philmont Scout Ranch** offers backpacking, rock climbing, western lore, living history, and the views from peaks over 10,000 feet in the mountains of New Mexico. **Summit Bechtel Reserve** in West Virginia offers BMX, climbing, shooting sports, skateboarding, mountain biking, zip lines and challenging courses.

### Jamborees

Every four years, Scouts can attend the National Jamboree, held at the Summit Bechtel Reserve, where tens of thousands of Scouts from all over the USA and foreign countries join together for an adventure they will never forget. Also every four years, but staggered to fall two years apart from the National Jamboree is a World Jamboree (National and World Jamborees have additional age and rank requirements).

## National Quality Unit Award

Each year during the Troop's re-chartering exercise; the BSA will ask the Troop leadership team to meet specific commitments regarding the quality of their unit's program for the following charter year. These commitments are

in ten operational areas of Troop program delivery. During the re-chartering exercises of following year the Troop is asked to report on its performance against the commitments that were made the year previous.

The National Quality Unit Award is granted to units that achieve a minimum of six of those operational quality commitments out of the total of ten. These ten include \* Training, \* Two-Deep Leadership, \* Outdoor Activities, \* On-Time Charter Renewal, Planned Program, Service Project, Advancement, *Boys' Life*, Membership and Patrol Method. \*Completion of these four specific commitments is mandatory plus at least two additional commitments.

## SAFE SCOUTING

### Adult Leadership

All activities that include adult leadership strictly follow the Youth Protection and safe Scouting guidelines set forth by the Boy Scouts of America in the BSA publication *The Guide to Safe Scouting*. **At activities requiring adult supervision, adult leadership is *always* two deep; which means two registered adult leaders, or one adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older, are required for all trips or outings that require adult participation. No Scout should ever be in the company of an adult without being in sight of others, or without having another adult or Scout in attendance. When an adult needs to talk privately with a boy, either a second adult must be present or they must be in plain sight of other Scouts/adults. Adults may transport a Scout from one location to another without another adult in the vehicle as long as there are at least two Scouts in the vehicle.**

All adults involved with the Troop must attend Youth Protection training and review these policies before attending a Troop event. Youth Protection training is offered at most Boy Scout adult training including Scoutmaster Fundamentals. Youth Protection guidelines are for the protection of both the Scout and the adult leader.

### Buddy System

The buddy system is a way for Scouts to look after one another and is should be used whenever the Troop or a Patrol is hiking, camping or participating in aquatic activities. Permission **MUST** be given before leaving camp or any group activity. Each Scout must have a buddy.

### General Outdoor Rules

If the Scoutmaster is not present on an overnight activity, the Scoutmaster must approve the adult in charge<sup>1</sup>. At least one adult on any overnight activity must be male.

### Insurance

Through a Scout's annual dues, the Troop carries accident insurance. This policy covers bodily injuries sustained while traveling directly to or from and while participating in any scouting activity (for example: Troop or patrol meetings, service projects, hikes, trips and camping). It is each Scout family's responsibility to cover all other eventualities.

All vehicles transporting Scouts must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000.

### Medical Evaluations (Annual Form – Parts A, B, C and D)

Scouting offers activities that are sometimes vigorous, ranging from a One-Mile Swim to a 50-Mile Hike to a trek in the mountains at Philmont Scout Ranch. A current physical exam form is required for many of the activities as well as the Scout Family Data and Medical Release must be properly completed and signed.

There are three levels of medical evaluation required in Scouting:

- *Medical Form Part A and B.* Required annually by all participants, Scouts and adults. Does not require a doctor's exam. Used for troop weekend camping and troop records.
- *Medical Form Part C.* Required every 12 months for any Scout participating in high adventure, long term camping, athletic competition or world or national jamboree. A licensed health-care practitioner must examine the Scout and sign the form. It is also required for anyone over the age of 40 participating in physical activity. This form is required for all Scouts attending Summer Camp.

- *Medical Form Part D.* Used for National High Adventure Camps such as Sea Base, Philmont, Northern Tier etc.

## Physical Condition

Parents or guardians must be responsible for informing the adult leadership about any unusual mental, medical or physical problems their scout may have. Adult leaders are not responsible for medicating a child.

It is very important that parents keep the Troop advised of a Scout's medical condition, medication, allergies, dietary restrictions and conditions such as sleepwalking, etc. If a Scout has any problems, (mental, physical, emotional, learning, attention deficits, severe allergies, etc.), please tell the Scoutmaster immediately. If not told up front, there could be safety implications later on for all concerned. It is also advisable to make sure any special needs are noted in the Troop records. These special needs are recorded and brought along with the most current medical form for each Scout at each campout. Telling one adult leader does not ensure availability of the information when it is needed.

## Emergency Telephone Numbers

During re-chartering, Scouts and parents are requested to provide certain personal information for safe Scouting. This includes current addresses; home and business telephone numbers, social security numbers, automobile registration and insurance information. Each Permission Slip will request a telephone number and where to reach a parent in an emergency. These must be filled out in order for a Scout to attend that activity.

## First Aid

First aid is the first help or immediate care given someone who has suddenly sickened or been hurt in an accident. At least one person in each touring group must be trained in the principles of first aid. A troop First Aid kit is always available in plain sight. Each Permission Slip will request a waiver to allow adult leaders to administer first aid and seek treatment in the event of an emergency.

## Knives, Axes & Saws

**A Scout may not carry a knife, ax, and saw until he has earned his Totin' Chip.** Only folding blade knives of reasonable size (one or two blades for cutting and special blades for opening cans, driving screws and punching holes) are recommended.

Knives are to be used under adult supervision until the BSA Totin' Chip Card is earned. Breaking of any Totin' Chip rule can mean temporary loss of the knife and/or loss of Totin Chip card corners or complete card. If a card is lost because of "cause", it must be re-earned. Axes are ONLY to be used by Scouts with a Totin' Chip Card and only in a properly marked ax-yard. Reminder, the preferred method of cutting wood is with a sharp saw.

## Fuels & Fires

**A Scout may not carry matches or light a fire until he has earned Firem'n Chit.**

The Troop follows the Fuels and Fire Prevention guidelines contained in the *Guide to Safe Scouting*. Some key points:

- Open flames (e.g., candles, sterno, kerosene, lanterns) are strictly prohibited in tents and not permitted within ten feet of any tent.
- Each tent must have a filled fire bucket nearby.
- Do not bring matches. Troop will supply any needed matches.
- Do not play in the fire. Keep the sticks in the fire.
- Do not leave a lighted stove or lantern unattended.
- Always extinguish campfires and flame sources before you go to sleep. Dead out with water.
- Camp fuels are to be handled only by adults (white gas, Coleman fuel, Propane, LPG, etc.)
- All hooking up of LPG (liquid propane gas) is to be done by an adult.
- Gasoline/flammable substances must be stored in the approved fuel storage area in camp.



## Transportation

### Weekly Meetings & Local Events Transportation

Each Scout must arrange for his own transportation to and from each weekly meeting or local event. Neither the Scoutmaster or committee members provide transportation to or from the various local activities. Each Scout parent provides the Scout's transportation to and from weekly meetings or makes other arrangements with another Troop Parent.

The Scouts should arrive on a timely basis and leave promptly at the end of the meeting. We encourage parents to arrive at 8:45 p.m. so that they will hear the week's important announcements and observe the closing ceremony. Written permission from parents is required for any Scout between 16 and 18 who wishes to drive other Scouts to and from Troop Meetings!

### Activities Transportation

For camping, transportation will be provided by Troop and family members. The Troop Activities/Transportation Coordinator always seeks parent volunteers for transporting Scouts to non-local activities. Adults attending campouts are expected to provide rides for Scouts who need them. Most trips are planned to take no more than two or three hours. For activities that exceed 50 miles (roundtrip), a fee of \$5 per 100 miles traveled (rounded up to the nearest 50 miles) will be added to each Scout's camping fee for driver reimbursement. Drivers will be reimbursed for mileage incurred up to maximum amount collected per transported Scout. Any overage is the responsibility of the driver. Tolls that are required to be paid by drivers en-route to the program area/campsite on the assigned route should also be calculated and included in the gas fee that is charged for the campout.

The Transportation Coordinator will assign the drivers according to the amount of seats needed for each campout leaving as few empty seats as possible to minimize the amount of gas spent. The Treasurer will reimburse the Transportation Coordinators **assigned** drivers based on the following schedule:

	¢ per mile
≤ 4 passengers	18 Cents*
≥ 5 passengers	22 Cents*
Vehicles pulling the trailer	45 Cents

\*Up to the amount collected per each transported scout in vehicle.

The Transportation Coordinator will also provide the Treasurer with the amount of any toll expenses incurred on the assigned route to and from the program area/campsite. Drivers will be reimbursed for these approved tolls up to the maximum amount collected per transported Scout.

The Treasurer will reimburse the assigned drivers within 2 weeks of the campout, based on the mileage provided by the transportation coordinator, or in some cases when additional driving is necessary from the drivers themselves.

When the Troop rents or borrows a vehicle from another organization or company, the fuel reimbursement will be the actual fuel costs. The driver will submit receipts for fuel purchases.

Adults attending campouts are required to file current driver's license and insurance information with the Troop, as it is required for Troop Tour Permits and BSA insurance.

As a general rule, all participants of troop campouts will depart from and arrive back at the designated location, usually Holy Cross Lutheran Church. Scouts are not dismissed until ALL troop gear, including the troop trailers are properly cleaned out and stored. Parents should arrive at the designated pick-up location 10 minutes prior to the designated time. This will preclude the Scoutmaster and other adults who participated in the campout from having to wait for individual scouts to be picked up. **PLEASE BE ON TIME!**

## Safe Driving Policy

Seatbelts are required for all occupants. Drivers for Scout functions must be licensed properly, insured and at least 18 years old. Non-conformity with this National Scout policy nullifies the troop's liability insurance.

Troop 854 asks all parents and other drivers to review these BSA approved policies once each year.

*As a volunteer driver, I agree to do my best to abide by the following policies whenever I provide transportation for Troop 854:*

- I will carry no more passengers than my vehicle's proper seating capacity.
- I will never carry passengers in the back of a truck, in a camper shell, or in a pickup bed (covered or uncovered).
- Before placing my vehicle in motion, I will make sure that each passenger is wearing a seat belt. I will stress to my passengers the importance of wearing a seat belt at all times. (Seat belts are proven lifesavers, especially for front-seat occupants.)
- I will maintain liability insurance coverage on my vehicle at least equal to BSA minimums (current BSA minimums are \$50,000/100,000/50,000). (You are encouraged to have more. The cost of extra liability coverage is VERY small.)
- I will not attempt to travel in a convoy with other vehicles. (It is dangerous to try to follow and keep up with other cars because normal driving should have your full attention. It is safer to follow a planned route on your own to a pre-arranged rendezvous point.)
- I will not consume alcoholic beverages while on a Scout activity nor within a reasonable time before driving.
- I will return my Scout passengers to their parent(s) or another person approved by the Scout's parent(s). Upon returning from a Scout trip, I will either take my passengers directly home or wait at the church until they are picked up.
- All drivers must be registered with Troop 854. If I am unable to drive as planned for an outing, I will either call the transportation coordinator or arrange for a substitute driver from among the registered parents and leaders of Troop 854.
- Scouts under the age of 18 are not allowed to drive on any activity. This does not include driving to meetings, which the Troop cannot supervise and for which neither the Troop nor the BSA can assume any responsibility. The Troop recommends to parents that minors not be allowed to drive to meetings without a parent in the car.

## Water Activities

Troop 854 tries to have one major water activity each year, typically a canoe trip. The key to having fun at these events is to make sure that all the participants are capable of performing the skills necessary for the activity, such as handling a canoe and being able to swim. The Troop strictly adheres to the BSA guidelines for water safety, which include "*Safe Swim Defense*" and "*Safety Afloat*". Before undertaking any activity in or on the water, the Troop will have a series of training sessions at which skills will be checked and refreshed as necessary. It is important that ALL SCOUTS participate in these training event when scheduled, otherwise the adult leadership may determine that a Scout will not be able to participate in the event. These decisions are intended to ensure the health and safety of the Scout. Personal discipline is one of the most important factors in water safety. While horseplay and unruly behavior is never encouraged, it cannot be tolerated on the water. Any Scout who will not adhere to the safety guidelines established for the trip will not be permitted to participate.

## Homesickness

Homesickness does happen. General treatment is to get the Scout involved in an activity. It is not a general practice to let the Scout call home. Calling home usually makes matters worse. Every case is different and the leaders involved will use their best judgment.

## Secret Stuff for Parents, Guardians and Adults

It is not just your son who has joined the Troop but we hope, much of your family as well. We welcome your assistance in helping make Troop 854 and its Scouting program second to none.

## Things To Know When Getting Started

- **This is not Cub Scouts.**
- **WARNING:** The Scouts run the Troop meetings, not the adults. As a result, Scout meetings are characterized by noise, confusion, general chaos and FUN.
- Parents can't sign off on advancement requirements.
- Scouts usually have other activities that interfere with Scouting. That's OK, Just come back when you are done! Let the Scoutmaster know about the conflict and something can and will be worked out. If a Scout decides to drop out, it's not an all or nothing decision. He can return and participate as a Scout until his 18<sup>th</sup>

birthday. As long as he retains his advancement records and merit badge blue cards as proof of completion, he can rejoin this or any other Troop right where he left off.

- When your Scout is packing his backpack, watch him, and offer suggestions. **Do not pack for him.** The *Boy Scout Handbook* has a checklist detailing what a Scout should bring. Make sure he uses that list.
- While initiative is required for advancement, parents can help the advancement process with support and encouragement. Please see the section below for more details.
- A lack of finance should not be a reason for a Scout not to attend Troop events. If you have a financial burden please see or call the Scoutmaster. All assistance is kept private.
- It is helpful for a Scout to do some cooking and baking at home. He won't be intimidated by having to eat his own or his patrol's cooking. He can experiment and see what works and what doesn't work. NOTE: Cooking includes cleaning up. The biggest problem the Troop has is getting the Scouts to clean up their pots and pans – anything parents can do to help encourage this would be helpful.
- Having problems deciding what get your Scout for a birthday or Christmas? Camping gear is always a good idea.
- If you see something you don't like, please volunteer to help fix it!

## New Scout Parent Orientation Meeting

Once or twice a year a new Scout Parent orientation meeting is held. The purpose of this meeting is to introduce the parents of new Scouts to our Troop and discuss Troop policies, issues and parental roles. This allows better communications between the Parents and the Scoutmaster, and allows the parent to discuss specific concerns. The meeting also explores the types of personal equipment the Scout will need and identifies the types of equipment that are unnecessary.

## How Boy Scouting Differs from Cub Scouting

You may be surprised how different Boy Scouting is from Cub Scouting. But then, boys of Scout age are very different from boys of Cub age. Here are some key contrasts:

Cub Scouts	Boy Scouts
<i>The Cub Scout program is family-centered. Adults plan all activities, and most activities lend themselves to full family participation.</i>	The Boy Scout program is boy-centered. Boys plan all activities (with adult guidance), and most activities do NOT lend themselves to family participation because boy's camp and function as patrol groups under their own elected boy leadership.
<i>Adults (usually the boy's parents) conduct all Cub Scout advancement. Webelos advancement is done mostly in groups with the Webelos leaders. Adults determine the timing and course of the boy's advancement with little input from the boy.</i>	Initiative is required for advancement. Boys and adults other than a boy's parents conduct all Boy Scout advancement. The Boy has almost total control over his own advancement, which he will do mostly on an individual basis with senior Scouts and with a number of different adults.
<i>Cub Scout camping is extremely limited, even for Webelos.</i>	Camping is the very heart of the Boy Scout program.

## Adult Involvement

Boy Scouts is a volunteer organization. Nobody in the Troop is paid for his or her efforts. There are people who give a considerable amount of their time even though they do not have boys in our Troop. There is a tendency with some people to get what they can from an organization without putting anything back. We want to teach the boys that whether it is the environment, our community, our church or Scouting, we each have an obligation to put back as much or more than we take. Each family has a responsibility to contribute where they can so that the boys can have the very best program possible.

Parents and adults have two paths in Troop 854: 1) **Support** as an active parent volunteer, or 2) **Participation** as a registered adult leader. The Troop strongly encourages all parents and guardians to register as adult leaders.

## Participation as a Registered Adult Leader

There are 3 kinds of opportunities to participate as a registered adult leader with Troop 854. All adults who have contact with the Scouts, including Merit Badge Counselors must register with BSA. Registered adult leaders must be trained within six months of taking a position and must renew their training per the current BSA training guidelines.

- **Uniformed adult leaders** are adults who meet BSA requirements, are currently registered with the BSA as Troop 854 Scoutmaster or Assistant Scoutmasters, and are currently active in the Troop.
- **Troop Committee members** are adults who meet BSA requirements, are currently registered with the BSA as Troop 854 Committee Chairman or Committee Members, and are currently active in an assigned area of committee responsibility.
- **Merit Badge Counselors** are adults who meet BSA age requirements, are currently registered with the BSA as Troop 854 Merit Badge Counselors. There is no fee required for this registration.

## Uniformed Adult Leaders

“Uniformed adult leaders” is a term that references the Scoutmaster and all Assistant Scoutmasters. The Scoutmaster’s duties:

- Train and guide boy leaders to run their Troop using the Patrol system.
- Work with and through responsible adults to bring scouting to the boys.
- Help boys grow by encouraging them to learn.
- Guide boys in safety and planning of the Troops program needs.
- Help the Troop committee in recruiting and managing Assistant Scoutmasters.
- Conduct all Scoutmaster Conferences.

Assistant Scoutmasters play a strategic part in all Troops, for they support the Scoutmaster. The Scoutmaster will assign each Assistant Scoutmaster a list of duties and responsibilities.

## Troop Committee

The Troop Committee is made up of interested parents and other adults. The Troop Committee generally meets the last Thursday of each month at 7:30 pm. Attendance is open to all interested Scout parents. The Scoutmaster attends to present the plans and needs of the Troop as decided at the PLC meeting.

The Troop committee does the following:

- Ensures that quality adult leadership is recruited and trained.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for Troop property.
- Ensures the Troop has an outdoor program (minimum 10 days and nights per year).
- Conducts boards of review and assists courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall Troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.

## Troop Committee Organization

There are nine essential positions for a quality Troop operation; however there is no limit to the number of adults on the Troop Committee. Indeed, every Scout family should be represented on the Troop Committee. All registered adult leaders who actively serve on the Troop Committee are voting members of the Troop Committee. A simple majority vote is required on most voting items. A minimum of ten voting members must be present for a vote to be called, unless otherwise dictated by the Troop Bi-Laws. In their absence, voting members may give (in writing) their voting proxy to any other registered adult leader. The Chairman may appoint other committee

members to fill positions as needed such as Popcorn Kernel, Social Coordinator, Scout Show Coordinator, Friend of Scouting Coordinator, Physician, Etc.

## Chairman

As the administrative backbone of the Troop, the Troop Committee and its' Chairman serve a vital role. Without proper support, the Troop would not exist. The Committee Chairman's duties include:

- Organize the committee to see that all positions are filled with trained leaders, functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- Direct and oversee the appointment and transition of the Scoutmaster position.
- Interpret national and local policies to the Troop.
- Prepare Troop Committee meeting agendas.
- Call, preside over, and promote attendance at the monthly Troop Committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.
- Oversee disciplinary reviews escalated to the Committee level by the Scoutmaster.
- Maintain a Troop calendar with accurate dates and times for upcoming meetings, events, and activities.

## Secretary

Duties include:

- Keep minutes of meetings and send completed copy to the webmaster for posting on the Troop web site.
- Prepare a family newsletter of troop events and activities.
- At each committee meeting, report the minutes of the previous meeting as necessary.

## Webmaster

Duties include:

- Maintain a Troop website with appropriate information.
- Recommend changes, additions, best practices for the Troop website to the Troop Committee
- Post updated documents, pictures, links etc to the site.
- Maintain the Troop web site domain name and renew it as necessary.

## Recruiting Coordinator

Duties include:

- Oversee the annual recruiting process from the local Lake Mary area Packs.
- Coordinate with the Scoutmaster and Committee on the Webelos Overnighter Campout.
- Reach out to the local Pack Committee Chairman, Cubmaster and Webelos II Den Leader to set up presentations by the Recruiting Committee either at the Pack location or as part of a visit to a Troop Meeting.
- Maintain a short audio-visual presentation that will be shown to the Cub Scouts, Leaders and Parents advancing the quality of Troop 854's program and many exciting activities.
- Work closely with the Scoutmaster and Committee Chairman to coordinate the number of incoming Scouts, new Leaders and the organization of the necessary new Patrols.

## Merit Badge Coordinator

Duties include:

- Be the primary point of contact for the Scouts when starting a new merit badge.
- Work closely with the Advancement Coordinator to arrange blue cards and to insure Troopmaster is updated appropriately regarding registered Merit Badge Councilors and merit badges completed by the Scouts.
- Maintain an up to date list of all merit badge councilors, posted both at the Church and on the Troop web site via the Troop webmaster.
- Recruit new merit badge councilors to fill voids or to teach unassigned merit badges.

- Maintain, with the assistance of the Troop Scribes and/or Librarian, the Troop Merit Badge book library.
- Conduct the troop resource survey in conjunction with the Membership Coordinator to identify new Scout parents that can teach individual merit badges.

## Community Relations Coordinator

Duties include:

- Handle Troop publicity.
- Ensure the Troop events are publicized in the Scouting in the News program.
- Promote Troop activities and Community Service to the District and Council level.
- Promote Troop successes, Community Service, Eagle Scout projects and new Eagle Scouts to the local press including Lake Mary Life, the Orlando Sentinel etc.

## Treasurer (Finance/Records)

Duties include:

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Maintain checking and savings accounts.
- Administer Individual Scout Account (ISA) savings accounts for each registered Scout, as directed by the Troop Committee.
- Train and supervise the Troop Scribe in record keeping.
- Keep adequate records in the *Troop/Team Record Book*.
- In conjunction with the Fundraising Committee, supervise all money-earning projects, including obtaining proper authorizations.
- Lead in the preparation of the annual troop budget per the Troop Bi-law guidelines.
- Report to the Troop Committee at each meeting.

## Outdoor Activities Coordinator

Duties include:

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

## Advancement Coordinator

Duties include:

- Encourage Scouts to advance in rank.
- Work with the Troop Scribe to maintain all Scout advancement records.
- Arrange Troop Boards of Review and Courts of Honor.
- Develop and maintain a list of merit badge counselors.
- Make a prompt report on the correct form to the council service center when a Troop Board of Review is held. Secure badges and certificates.
- Work with the Troop Librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the Troop Committee at each meeting.

## Chaplain

Duties include:

- Provide a spiritual tone for the troop meetings and activities.
- Give guidance to the Chaplain Aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the Troop Committee at each meeting.

## Training Coordinator

Duties include:

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

## Equipment Coordinator

Duties include:

- Supervise and help the troop procure camping equipment.
- Work with the Scout Quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment.
- Report to the Troop Committee at each meeting.

## Membership Coordinator

Duties include:

- In coordination with the Troop Treasurer and Troop Advancement Coordinator, maintain an accurate roster of all Scouting families in the Troop.
- Serve as the Troop point of contact with the local Cub Scout Packs.
- Coordinate recruiting efforts with the Recruiting Coordinator.
- Coordinate Webelos Scout Crossover Ceremonies with the local Cub Scout Packs.
- Coordinate with the Recruiting Coordinator for Pack visits and presentations.
- Provide, with the assistance of the Troop Scribes, new Scout families a copy of the Troop Guidebook, calendar, telephone list, and Troop roster.
- Ensure that new Scouts are placed in First Year Camper (FYC) Patrols, with appropriate Assistant Scoutmaster and Troop Guide supervision.

## Merit Badge Counselors

Parents are needed to share their occupational, hobby and other skills with the Scouts as Merit Badge Counselors. Counselors may be either male or female and must be at least 21 years old. The counselor must be registered with BSA and be approved by both the Troop and the Council before he or she begins to work with a Scout on a badge. The counselor should use his or her experience and training to teach the Scout the material as well as certify that the Scout has met the requirements for the badge.

## Adult Leader Expenses

The Troop does not pay the BSA registration fee for any active uniformed adult leader or Troop committee member. Holy Cross Lutheran Church will pay for the registration of the Scoutmaster and Assistant Scoutmasters. Please see page 39 for mileage reimbursement guidelines. Uniformed adults are responsible for the cost of their own uniforms.

The Troop pays the cost of BSA basic training for active uniformed adult leaders, and the Troop pays a portion of the cost of any advanced training for active uniformed leaders, as determined by the Troop Committee. The Troop will credit the driver of the trailers for certain expenses incurred. The Troop may pay entry and other fees for adults on outings when the budget permits as determined by the Scoutmaster and Troop Committee Chairman.

## Adult Participation at Activities

Parents and guardians are welcome to attend all Troop events, meetings and activities. Parents of currently active Scouts are normally permitted full access to Troop activities, with the exception of certain activities that have adult participation restrictions. Parents are asked to respect the Scoutmaster and the Scouts as they conduct the meeting or event. Extraneous noise, talking, or commotion is a big distraction and creates a major problem. Parents are asked to defer to the trained adult leaders and the Scout leaders to run and handle whatever situations arise. Of course, anyone should intervene if safety is being compromised. The Troop committee may restrict parent participation or remove all participation privileges in special situations (court-ordered custody restrictions, legal convictions, etc) as necessary for the safety and well being of the Scouts!

## Adult Participation in Campouts

1. Adults who expect to participate in more than one campout with the Troop must be registered adult leaders. Leaders who expect to camp more than 2-3 times a year should obtain Outdoor Leader Training.
2. The primary aim of adult participation in campouts is to "act like Scouts." Accordingly, adults should review the Scout campout rules and adhere to them, including the wearing of the Scout uniform.
3. The principal benefits for Scouts of the outdoor program are the self reliance and sense of accomplishment that come with individual achievement. Therefore, parents should refrain from assisting their son(s) (or son's patrols) with camp activities. Parents are not allowed in the youth areas of the campsite unless specifically invited to view or participate in an event. Scouts should seek guidance from their Patrol Leaders or Assistant Scoutmasters. Adults should bring problems or concerns (and compliments!) to the attention of the Senior Patrol Leader or the Scoutmaster.
4. If there is a conduct or discipline issue with your son, please allow the proper chain of command to work.
5. Adults will camp in their own designated campsite!. Adults do not share tents with Scouts, including their own sons, and should avoid the area of their own son's patrol, as this can be a distraction for the other boys in that patrol!.
6. Every adult on a campout will have an important job - assisting or instructing Scouts. Every adult attending will be assigned duties on the Duty Roster.
7. Adults will eat all meals with the Adult Leaders Patrol.
8. Adults will maintain "two deep leadership" on all activities.
9. Do not bring alcohol on campouts. **BSA policy prohibits the use of alcohol at any activity involving Scouts.**
10. Smoking in the presence of Scouts is strongly discouraged. BSA policy encourages adults to refrain from smoking at activities involving Scouts. If you must smoke, please do so away from the Scouts by excusing yourself and going off on your own. Please communicate with the leader in charge when you leave the campsite.

## Training

The leadership training philosophy of Troop 854 is to provide adult leaders with fundamental information about the aims and purposes of Scouting, as well as specifics about their particular roles in Scouting. *A trained leader is knowledgeable and confident in the role being performed.* This knowledge and is quickly sensed by the Scouts and can be a positive influence on their lives.

The purpose of adult leadership training for Troop 854 is to ensure a safe environment and a learning environment for Scouts to participate, gain knowledge and grow in the experiences and skills brought forward in



Scouting. The table below summarizes the types of training required and suggested for each parent or guardian corresponding to their role in Troop 854.

Effective with the October 2011 recharter process all registered leaders must be 100% trained in their specific area of responsibility in order to be included in the re-registration for the following year.

There are two categories of leaders for training purposes – Direct Contact and Non-Direct Contact.

**Direct Contact Leaders** are Scoutmasters and Assistant Scoutmaster

**Non-Direct Contact Leaders** are Committee Members and all other registered Troop Leaders.

**Direct Contact Leaders** must complete 2 in person training sessions as well as the 3 online training classes;

- Youth Protection - Online
- Fast Start Training - Online
- This is Scouting - Online
- Scoutmaster Position Specific Training – Classroom Training
- Introduction to Outdoor Leader Skills (IOLS) – Classroom Training

**Non-Direct Contact Leaders** must complete 3 online training classes;

- Youth Protection
- Fast Start Training
- This is Scouting

The online training courses are located at [www.myscouting.org](http://www.myscouting.org)

Once on the MyScouting.org website you login, or create a login if you have not been to the site before and once you have done so you can complete the 3 online training courses. In addition you can, and should, print out a copy of your completion certificate for your records. If you are a brand new leader a copy of the Youth Protection Training Certificate needs to be passed in to the Advancement Coordinator along with your completed Adult Leader Application – Council will not accept your application without this completed certificate.

A list of available in person training sessions is available on the Central Florida Council website below and click on “Training Calendar” on the left hand side of the page;

[www.cflscouting.org/Leaders/Training/tabid/71/Default.aspx](http://www.cflscouting.org/Leaders/Training/tabid/71/Default.aspx)

## How Parents can Help their Scout Advance

### All Ranks

- ✓ Make sure your son knows what rank he is working on.
- ✓ Encourage your son to take his handbook to every meeting, campout, swim, and service project, or other activity where he might pass something.
- ✓ Familiarize yourself with the requirements, so you know what he should be working on. All rank requirements appear in the handbook: Tenderfoot, Second Class, and First Class on pp. 14-16, Star, Life and Eagle pp. 594-96.
- ✓ Help your Scout study for requirements. He doesn't have to be an expert and cover all the materials in strict detail. He must do his individual best to understand, explain his understanding to one of the Assistant Scoutmasters, and know it well enough to demonstrate/teach it to other Scouts.
- ✓ Ask him what he plans to get signed off next and when he plans to do it.

- ✓ School activities can count toward advancement. Just check with the Scoutmaster first and get a note from teachers, principals, or coaches to explain what he did to meet the requirement.

## Scout

- ✓ Purchase and label the *Boy Scout Handbook*.
- ✓ Complete the exercises in the pamphlet "How to Protect Your Children from Child Abuse and Drug Abuse" located in the front of the *Boy Scout Handbook*.
- ✓ Make sure Summer Camp is on your family calendar.

## Tenderfoot, Second Class, First Class

- ✓ Focus on skill development in each rank, **NOT merit badges**.
- ✓ A scout can be working on requirements for Tenderfoot, Second Class and First Class all at the same time. For example, if your son hasn't completed Tenderfoot yet but there is an Orienteering Class, he can still go and pass the First Class orienteering requirement.
- ✓ Make sure your son attends activities so he can pass the requirements. Some requirements, like tying a Square Knot, can be passed any time, but some, like service projects, swimming, completing an orienteering course and cooking meals are activities best done as a Troop.
- ✓ Make sure Summer Camp is on your calendar.

## Star & Life

- ✓ To help your son complete Merit Badges, you can help by encouraging him to select a merit badge, call a counselor and follow through. It's especially hard for some Scouts to telephone an adult they don't know, but it's a useful thing to learn to do. Fortunately, most of these counselors are friendly and want to help them advance. Focus on Eagle-required merit badges. Family Life is a required badge that is a great (and easy) beginning badge.
- ✓ The Star and Life ranks start the "giving back" phase of a Scout's active career. Review the service and leadership requirements and ask what he plans to do.

## Eagle

- ✓ Continue to encourage Eagle required merit badges.
- ✓ The Eagle Service Leadership Project will be the biggest challenge. Read the Project workbook thoroughly to make sure your Scout does everything asked for.

## Resources

### Recommended List for a Typical Weekend Campout!

Use common sense along with this list. Always bring one complete change of EVERYTHING, and several pairs of socks. You DON'T need expensive equipment; much can be homemade or improvised. Ask the uniformed leaders for ideas.

- pack & frame OR duffel bag
- personal first aid kit
- rain jacket OR poncho

#### CLOTHING

- small bags for ALL gear in pack (home-made nylon, cloth, plastic, etc)
- Extra pairs of socks
- hiking boots (in summer) and extra pair of shoes (tennis shoes as extra pair are OK)
- Extra T-shirts and underpants
- 2 pairs of pants
- sweatshirt, wind breaker or jacket (weather appropriate)
- hat with sun visor

#### EATING

- full water bottle (1 liter, wide mouth)
- fork/spoon/utensils
- mess kit

#### OVERNIGHT GEAR

- sleeping bag (3-season (20°F) or add a couple of extra blankets)
- sleeping bag liner (for winter camping; polar fleece or flannel; home-made)
- waterproof stuff sack for sleeping bag
- sleeping / ground pad
- flashlight (good AA size or small C size)

#### PERSONAL ITEMS

- toilet paper (in waterproof bag) & "pooper scooper" plastic hiker's trowel
- soap / comb / toothbrush / toothpaste / hand towel
- chap stick / sunscreen
- insect repellent

#### OTHER ESSENTIALS

- pen/pencil/paper
- Scout Handbook*
- Compass
- Sunglasses
- watch
- 2-3 plastic trash bags (for trash clean-up; storing wet gear; keeping the driver's floor clean on the way home)
- Any medications or special needs must be brought to the attention of the Scoutmaster.

## Checklist for a Board of Review!

*What every Scout should know and be prepared for:*

---

### *Before a Board of Review:*

- ✓ Complete all rank requirements (including Scoutmaster Conference) and have them signed and dated.
- ✓ Request a Board of Review interview with the Troop Advancement Coordinator

### *At a Board of Review:*

- ✓ Be on Time.
- ✓ Present yourself in full Field Uniform.
- ✓ Bring your *Boy Scout Handbook*. Have all rank requirements (including Scoutmaster Conference) completed, signed and dated.
- ✓ Know and be prepared to recite:
  - Scout Oath
  - Scout Law
  - Scout Motto
  - Scout Slogan
  - Outdoor Code
  - Patrol Yell
  - Troop Yell
- ✓ Be prepared to:
  - Answer questions about skills that were required for your particular rank.
  - Know the parts and emblems of your uniform.
  - Discuss your development along your trail to Eagle.
  - Demonstrate participation in Troop activities and readiness for the next rank.
  - Ask any questions you may have.
  - Give feedback about activities, the Troop and your patrol.

## “TRAIL TO EAGLE” Checklist

Life Scouts, having also completed their required 6 month position of responsibility requirement, will find this checklist helpful when applying for the rank of Eagle Scout. Items 1 and 2 are interchangeable when following the checklist: Please note that the “official” Eagle Project signatures – Scoutmaster, Committee Chairman, District Executive and Beneficiary Organization Representative - must be recorded in the actual Eagle Project Workbook and not on this sheet, this is simply a guideline to follow for the Scouts.

1. Complete all merit badge requirements per the current BSA Official Scout Handbook.

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

2. Secure a signature OR letter from your receiving organization stating that your Eagle Scout Leadership Service Project has been completed satisfactorily.

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

3. Signature from the Scoutmaster that your Eagle Scout Leadership service Project was completed satisfactorily.

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

4. Contact the Troop Advancement Coordinator and have them help you fill out the most recent version of the BSA Eagle Scout application.

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

5. Contact the Scoutmaster to setup an “Eagle Scout” Scoutmaster conference. NOTE: THIS SCOUTMASTER CONFERENCE MUST BE COMPLETED **BEFORE** YOUR 18<sup>th</sup> BIRTHDAY!

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

6. Contact the Troop Committee Chairman, who will be responsible to set up a Committee Chairman Eagle Application Review (CCEAR) meeting with a small group of Scout leaders including the Committee Chairman and a variety of members chosen from the following pool; Troop Advancement Coordinator, Senior Committee Members, ASM's and a representative of the Chartered Organization. After reviewing the application the Committee Chairman will either sign the application and pass it on to the Advancement Coordinator or not sign it and pass it along with a letter of explanation for the lack of signature. In either case the application will advance to the next step for the District Eagle Board of Review.

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

7. Submit your signed Eagle application to the Troop Advancement Coordinator. Once your Eagle application is approved by Council you will be notified by the Troop Advancement Coordinator as to the date of your Eagle Board of Review.

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

## CHECKLIST FOR EAGLE SCOUT LEADERSHIP PROJECTS

Life Scouts can begin their Eagle Leadership project at anytime. You do not have to wait until you have all of your merit badges completed. Please note that the "official" Eagle Project signatures – Scoutmaster, Committee Chairman, District Executive and Beneficiary Organization Representative - must be recorded in the actual Eagle Project Workbook and not on this sheet, this is simply a guideline to follow for the Scouts.

When you are ready, follow these simple steps:

- 1. Contact the Scoutmaster and tell him you are ready to start your Eagle Leadership project. Informally talk to him about your ideas for your project and see what he thinks.

(Date completed: \_\_\_\_\_)

- 2. Contact the Troop Advancement Coordinator and tell her you have the Scoutmaster's permission to start your Eagle project process. She will direct you to contact the Troop Eagle Scout Coordinator for the proper paperwork.

(Date completed: \_\_\_\_\_)

- 3. Contact the Troop Eagle Scout Coordinator and he will explain the entire process to you and your parent(s). Go over your ideas with him and decide on what your project will be.

(Date completed: \_\_\_\_\_)

- 4. Complete the initial, summary portion of your project write up (the section prior to the signature approvals), and go over it with your Troop Eagle Scout Mentor. Once you both think it is ready, present it to the beneficiary organization and have them sign off on the project summary. Contact the Scoutmaster for a Scoutmaster Conference to review the summary and get his sign off. Finally schedule a meeting with the Troop Committee Chairman and have him review the summary and get his sign off.

(Date completed: \_\_\_\_\_)

- 5. Once the project has these three approval signatures, contact the Troop Advancement Coordinator to schedule a District project summary review. District holds project reviews on the 1<sup>st</sup> and 4<sup>th</sup> Thursday of the month, normally at the LDS Church or Little Chapel in Altamonte. The Advancement Coordinator will provide the Scout with the appropriate contact information for the Scout to schedule their project review directly. Plan on your District review lasting 20-25 minutes; Be Prepared! Be able to speak fluidly about the content and purpose of your Eagle project. Once the project is approved by District they will provide you with the 4<sup>th</sup> and final approval signature. Congratulations! Your project idea is now approved!

(Date completed: \_\_\_\_\_)

- 6. Now that your idea is approved return to working with your Eagle Mentor to complete the remainder of your project write up, as you work on your write up complete all fundraising applications and have them sent in electronically to District for approval, and finalize the details of your project plan. Once you and your Eagle Mentor feel that your write up is complete contact the Scoutmaster for a final project SMC. After you successfully complete your SM Conference the planning portion is done and you are ready to carry out your project!

(Date completed: \_\_\_\_\_)

- 7. Once your project has been completed, add in your follow up pictures and changes summary, then let the Scoutmaster and Advancement Coordinator know that the project is complete so that your records can be updated in Troopmaster. If this is your final Eagle rank requirement the Advancement Coordinator will assist you with the Eagle Scout application process. If it is not she will let you know what items you have left to complete. Once all requirements are finished and you have all of the signatures required on your Eagle Scout application then Advancement Coordinator will assist you with scheduling your Eagle Board of Review. EBOR are conducted on the same dates and locations and the project reviews.

(Date completed: \_\_\_\_\_)

That's it! If you have any questions, please feel free to contact the Eagle Scout Coordinator for more information. Remember that the Scoutmaster, Committee Chairman, or Advancement Coordinator cannot complete a proper review of your package or paperwork during the regular Troop meetings. Please schedule these for a time other than 7:30-9:00 pm Tuesdays.

## Introduction to Equipment

- There is no need to purchase everything at once.
- Label, label, label everything that a Scout would like to use again. Nail polish is very durable and an excellent means of marking mess kits.
- Don't buy expensive equipment. We want Scouts to become resourceful and learn to improvise.
- Have your Scout fitted by knowledgeable salespeople or hikers, not by places that just carry the gear.
- Good hiking or sports stores often rent equipment like packs and sleeping bags so you can rent before you buy.

### Backpack

Currently, most of Troop 854's campouts are car camps. For these campouts, the best backpacks will be a daypack for short day hikes and activities. Full-fledged backpacks are bulky and difficult to load for transport. Scouts are encouraged to use daypacks or duffel bags for car camps. A Scout can use a duffel bag or similar until he can get a good quality pack and frame. A boy will quickly outgrow or wear out an inadequate pack. Eventually, an active Scout will need a good nylon pack on an aluminum frame of the right size and design, with a padded, wraparound (one-piece) hip belt. The backpack should be adjustable to fit him as he grows. A good padded hip belt is a must – it supports most of the weight of the pack, off the Scout's shoulders. It also makes for enjoyable backpacking trips.

### Water Bottle

Get a one-liter, wide-mouth plastic water bottle. This is lighter and costs less than a metal canteen, and the plastic won't corrode inside (and the wide mouth is much easier to fill and clean).

### Mess kit

Scouts will need a cup, bowl and plate, and full set of eating utensils (fork, spoon, & knife). A carefully planned menu will allow Scouts to get away with a cup, plastic bowl and large spoon. The cup should be durable and have a handle for hot liquids – both Plastic and "Sierra" cups are quite popular.

### Sleeping Bag

An adequate sleeping bag will usually cost at least \$65. Buy a three season, synthetic sleeping bag, not a down bag! Synthetic dries faster, insulates even when wet, keeping the Scout warmer when the bag gets wet – and it *will* get wet. Synthetic fills like Hollofil, Quallofil, or Polarguard in nylon, Dacron, or Gore-Tex shells are less expensive and will last many years with proper treatment. Mummy or cocoon bags are generally warmer than rectangular bags. A Scout can use a blanket roll until he can acquire a good bag. He can also augment his bag in winter with an extra blanket or two.

### Sleeping Bag Liner

Try making a simple sleeping bag liner out of polar fleece. This adds warmth, and the easily washed liner collects dirt and sweat instead of the bag.

### Sleeping Pad

Sleeping pads can be the difference between a fun and a miserable campout. The most inexpensive but bulkiest option is a closed cell foam pad. Closed cell foam pads at least ¼-inch thick are recommended; usually, the thicker, the better. Air mattresses tend to be more compact but are heavier and less reliable than the foam pads. A pad insulates better and costs less than an air mattress. The premier mattress pad is the Thermarest. It offers the comfort and compactness of a standard blow-up air mattress with the lightweight and reliability of a closed-cell foam pad. Closed cell or Thermarest pads offer the best insulation from the ground during winter camping.

## Stuff Sacks

A pack should be a "bag of bags." Nylon stuff sacks keep clothing and gear dry and findable inside the pack. You can easily make stuff sacks of various sizes from scrap nylon, closed by Velcro or drawstring. Resealable plastic bags also make excellent waterproof containers.

## Flashlight.

Make it lightweight and water-resistant. Scouts typically will not need anything more powerful than a flashlight using 2 "AA" batteries. Be sure to pack extra batteries and a bulb.

## Knife/Axe/Bow saw

Yes, he will need a folding pocket knife (See Scout Catalog). The blade, when opened, must be no longer than the width of his hand. Before the Scout is allowed to use the knife during campouts he must earn the Boy Scout Totin' Chip Badge.

There is no need to get an expensive Swiss Army knife. If the knife doesn't have a metal loop to tie a cord between the knife and the Scout's belt, the knife will probably get lost. Get a belt-carrying case with Velcro closure. You don't want to lose the knife.

The Troop bans any non-folding knife or any personal hatchet or axe. Sheath knives are not permitted even among the adults in the Troop.

## Footgear

For warm-weather outings, hiking boots should be the lightest weight and least expensive pair you can find that are comfortable and have lug soles. Because of a boy's rapid growth, you don't need top-quality boots, but proper fit is vital. Hiking boots should be comfortable right from the start (never buy boots that need to be "broken in"). Sneakers are acceptable only as a backup to proper hiking boots, and sneakers are never acceptable in winter.

## Stove/Cook Set

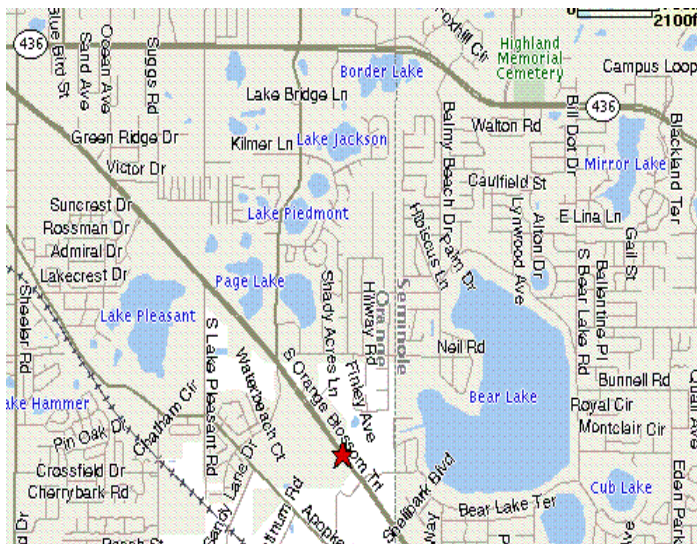
The Troop owns patrol cook sets and stoves. Unless the Troop goes on a several backpacking trips, do not invest in any personal stoves or cook sets.

## Scout Shop information

Central Florida Scout Shop  
Wayne Densch Scout Service Center  
1951 South Orange Blossom Trail  
Apopka, FL 32703  
(407) 814-1040  
Hours: Monday-Friday 10am-5pm; Saturday 10am-2pm

## Useful Publications

*The Boy Scout Handbook*  
*The Scoutmaster Handbook* (No, you do not have to be a Scoutmaster to buy or read it)  
*Junior Leader Handbook*  
*The Committee Guidebook*  
*The Guide to Safe Scouting*  
*Boy Scout Requirements*



These publications and many others are available at the Scout Shop or from our Troop library. If you would like to look them over, ask a Committee Member or Scoutmaster.



# Typical Duty Roster

## Duty Roster

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

	Saturday Breakfast	Saturday Lunch	Saturday Dinner	Sunday Breakfast
Cook				
Assistant Cook				
Fire				
Water				
Dishwasher				
Asst Dishwasher				

Cook – Prepares Meals.

Assistant Cook – Assists cook as requested

Fire – Care for and prepare equipment used to cook and refuel if necessary. Gather firewood and start fires. Put out fire.

Water – Get drinking water and all water needed for food preparation and dish washing. Assist in preparing cleaning station.

Dishwasher – Washes cooking equipment and utensils used in meal preparation. Clean-up kitchen and eating tables. Put away all leftover food.

Assistant Dishwasher – Assist dishwasher as requested.





# Scout Leadership Position Application

Your Name: \_\_\_\_\_ Age: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Current Position: \_\_\_\_\_ Previous Positions: \_\_\_\_\_

Attendance (6 months): \_\_\_\_\_ (get from Troop Scribe records)

List your first three choices

1st Choice	2nd Choice	3rd Choice
------------	------------	------------

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

## Scout's Agreement

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

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

## Parent's Support Agreement

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

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

## Glossary of Terms and Abbreviations

**Activity Uniform.** Troop or BSA shirt worn during a camping activity, work details, summer camp, at Patrol Leader Council meetings or other informal Scouting occasions.

**AOL Arrow of Light.** The highest Cub Scout Award.

**APL Assistant Patrol Leader.** Youth second leader of a patrol. Appointed by the PL to help him and take his place in his absence.

**ASM Assistant Scoutmaster.** A BSA trained adult volunteer, 18 or older, appointed by the chartered organization, who helps the SM administer the Troop program. The term SA is used on applications and other literature.

**ASPL Assistant Senior Patrol Leader.** Appointed by the SPL with the SM's advice and consent, he helps to run the Troop with the SPL and the PLC.

**Blue Card.** Merit Badge Card used to record requirement completions.

**BOR Board of Review.** As a requirement for each rank advancement a scout must appear individually before a group of three to six adults (members of Troop Committee) to ensure that the scout has met the requirements for that rank. The SM, ASMs or parent cannot sit on a BOR. A Board of Review takes place after a Scoutmaster Conference for Rank Advancement, or when a Scout requests it or if the Troop Committee feels the Scout needs it. Eagle boards are conducted at the district level.

**Boy Scout Ranks.** In order of increasing rank: Scout, Tenderfoot, Second Class, First Class, Star, Life Eagle, Eagle Palms: Bronze, Gold, Silver.

**Boy's Life.** BSA's Magazine for Boys.

**B-P Award Baden-Powell Patrol Award.** An embroidered star worn beneath the patrol medallion distinguishes a member of a patrol that won this award by meeting requirements in spirit, patrol meetings, hikes, outdoor activities, Good Turns, advancement, membership, uniform and PLC attendance. The motto of BSA: Be Prepared, honor his initials.

**B-P Baden-Powell, Robert Stephenson Smyth - Founder of the worldwide Scouting movement.** Born in London, Feb. 22, 1857. Referred to as Lord Baden-Powell of Gilwell, Chief Scout of the World.

**Bridging.** A ceremony where Webelos Cub Scouts cross a ceremonial bridge to signify their transition from Cub Scouts to Boy Scouts. This is normally done at a Cub Scout Pack meeting with Boy Scouts from the Webelos' new Troop participating.

**BSA.** Boy Scouts of America.

**BSLTA Boy Scout Leaders Training Award - A training recognition for adults in Boy Scouting (other than**

**Scoutmasters).** Recipients wear an award knot with two green ropes.

**C.O.P.E. Project COPE.** Challenging Outdoor Physical Experience - A team building and self esteem building physical challenge designed to broaden a scouts abilities and self confidence.

**Camporee.** Derived from two words: camp and jamboree. Attended by several Troops within the district. Usually there are various skill and spirit competitions between the patrols attending. Generally held in the Fall & Spring and involves a two-nights of camping.

**CC Committee Chair-** A registered adult appointed by the Chartered Organization to chair the Troop Committee. Presides at Troop Committee meetings. Works closely with the COR and Scoutmaster to ensure the scouting program meets BSA guidelines.

**Class A.** Another term used to describe the Field Uniform. Full uniform required for all external Troop activities (e.g., travel to/from activities, camping, community service).

**Class B.** Another term used for the Activity Uniform. Troop or BSA shirt worn during a camping activity, work details, summer camp, at Patrol Leader Council meetings or other informal Scouting occasions.

**CO Chartered Organization.** A religious, civic, fraternal, educational, or other community-based organization that has applied for and received a charter to operate a BSA Scouting unit. Troop 854's chartered organization is Holy Cross Lutheran Church.

**COH Court of Honor.** A ceremony to honor and recognize Scouts for their achievements and rank advancements. A special COH is used when a Scout reaches Eagle.

**Commissioner** Adult volunteer Scouter at district or council level. Unit commissioners are assigned to units and should be a friendly resource to the unit leaders.

**CR/COR Charter Representative / Chartered Organization Representative.** A person assigned by the chartering organization to be the liaison between the Troop and the charter organization.

**Crackerbarrel.** A gathering of Scouts and/or Scouters for friendship and fellowship with light snacks and refreshments. Sometimes crackers are served, rarely with a barrel.

**Council.** Regional collection of districts that provides support, Council camps and training.

**CSP Council Shoulder Patch.** Patch worn on the Scout uniform to signify which council the Scout is registered in.

**DC Den Chief.** A Boy Scout who helps direct the activities of a den. Appointed by the SM. Also

*Webelos den chief, who provides the same function for a Webelos den.*

**DE District Executive.** *A professional Scouter who works under the direction of the Scout Executive and is responsible for the achievements of the district.*

**District.** *A subdivision of a council. Troop 854 is in the Seminole Trails District.*

**Dues.** *Annual cost of maintaining an active membership in the troop.*

**Fast Start.** *A preliminary training session with three part video explaining Troop organization, Troop meeting and The Outdoor Program. Usually 3-4 hours.*

**Fees.** *Costs incurred to participate in an event.*

**Field Uniform.** *Full uniform required for all external Troop activities (e.g., travel to/from activities, camping, community service).*

**FME Family Membership Enrollment.** *Annual fundraiser for the council. The council does not get any share of your registration fee and is grateful for your donation.*

**Good Turn.** *Good Turn is a distinctive feature of Boy Scouting and its emphasis upon service to others, The Good Turn habit is one that all Scouts try to acquire.*

**Instructor.** *This youth leader helps other youth members with rank advancement; appointed by the SPL with the advice and consent of the SM. Also, any youth or adult who can teach or instruct others on parts of the Scouting program.*

**Jamboree.** *The term chosen by B-P to describe the first international gathering of Scouts camping together in London in 1920. The term is used to indicate a national or world gathering.*

**JASM - Junior Asst. Scoutmaster.** *A youth between 16 and 18 who has already held major leadership positions within the Troop. Appointed by the Scoutmaster to help in guiding the Troop and youth leaders.*

**JLT Junior Leader Training.** *A training course for junior leaders building the leadership team and planning the Troop program. Conducted by the Scoutmaster*

**JLTC Junior Leader Training Conference.** *Week long training course for junior leaders featuring Scoutcraft and leadership skills and conducted by the Council.*

**Leadership.** *To advance in the more senior ranks a scout must hold a leadership position for a set period of time. The rank requirements in the Boy Scout Handbook (as revised) lists the leadership positions that qualify.*

**Leave No Trace.** *Leave No Trace are outdoor skills and ethics that minimize impact on the environment.*

**MB Merit Badge.** *Training in an in-depth skill. Certain badges are required for advanced ranks. (Signified by the silver border around the badge).*

**Merit Badge Counselor.** *Registered adult leader who have knowledge about a particular merit badge.*

**MC Member of the Committee-** *Adult volunteer who serves on the committee, which carries out the Troop's program. Members are involved in operation of the Troop as in finance, advancement, transportation, fund raising, and other duties determined by the CC and SM.*

**NESA National Eagle Scout Association.** *This group provides an opportunity for all Eagle Scouts to retain identification with Scouting through service to the local council in which they live.*

**NOAC.** *National Order of the Arrow Conference.*

**OA Ordeal.** *The initiation ceremony experience for new OA members generally involving personal introspection, service to improve camp or trail and ceremonies based on Indian legend or lore.*

**OA Order of the Arrow.** *A national brotherhood of scout honor campers of the Boy Scouts of America. The OA motto of "Cheerful Service" indicates their purpose.*

**Patrol.** *The Patrol is the basic unit within a Troop. Made up of 6-8 scouts who camp, cook and eat together; and work as a team at various activities and events.*

**Philmont / Philmont Scout Ranch.** *The 136,000-acre scout reservation near Cimarron, MN. A rugged, outback experience usually lasting 11 days.*

**PL Patrol Leader.** *The elected leader for the patrol. As a member of the PLC he helps make the decisions that run the Troop. He appoints an Asst. Patrol Leader (APL) to help in running the patrol.*

**PLC Patrol Leaders Council.** *Made up of the youth leadership of the Troop. They meet once a month to plan the following months activities and annually to plan the upcoming year.*

**PTC Philmont Training Center.** *A center at Philmont Scout Ranch that hosts training seminars for selected Scouts and Scouters.. Attendance is by invitation upon local council nomination.*

**QM.** *Quartermaster*

**Recharter.** *Annual process of re-registering the Troop, Scouts and Scouters.*

**Roster.** *Typically a list of Scouts and relevant information (e.g., Telephone Roster, Duty Roster).*

**RT Roundtable.** Monthly meeting for leaders to exchange ideas and fellowship. Run by the district.

**Safe Haven.** All Troop activities free from fear of physical and verbal abuse.

**SA Assistant Scoutmaster-** This term is used on Applications and other literature; in practice the term used is ASM. See Also: ASM

**Scouter.** Any adult registered leader.

**Scouting for Food** Good turn event: Every year, Scouts collect food for the fight against hunger. The food is turned over to local food banks for distribution to needy families. This is a national "Good Turn" of the Boy Scouts of America.

**Scoutmaster Conference.** Formal meeting that takes place between a Scout and the Scoutmaster to review a scout's progress. A Scoutmaster Conference takes place at advancement time before a Board of Review, when a Scout requests it or if the Scoutmaster feels the Scout needs it.

**SE** Scout Executive

**Seminole Trails District.** Seminole Trails District is one of the districts of the Central Florida Council.

**SIT** Staff in Training

**SM Scoutmaster.** A BSA trained adult leader who is head of the Troop. A commissioned volunteer, 21 or over, appointed by the chartered organization. Provides direction and training to the Scouts so they can run a Troop more effectively. Works with the Troop committee and the chartered organization representative to provide program opportunities and direction.

**Sign-off.** Recognition a requirement is met by initialing and dating the Scout Handbook.

**SPL- Senior Patrol Leader.** The senior most elected youth leader of the Troop. The SPL is in charge of the Troop at all functions and activities and is the head of the PLC. He appoints his ASPL.

**Trained.** A leader is considered "trained" only after completing the official BSA training for the position they are registering for. Adults must go through training each time they change their role within the Troop. Only leaders 'authorized' by the Boy Scouts of

America to train adult volunteers may designate an adult as 'trained'. No SM, ASM, or other scout leader can deem someone as "trained" if they have not been authorized by the Boy Scouts of America to train leaders. A leader must attend the next available training for the role they are filling. It is recommended that leaders receive training prior to assuming the role. ASM and SM's MUST be BSA trained.

**TC Troop Committee.** Adult committee of registered adults that provide oversight, assistance, and guidance to the Scoutmaster in carrying out the scouting program within the Troop. Responsible to provide the necessary resources requested by the PLC and Scoutmaster that are required to carry out the scouting program.

**TG Troop Guide.** An older, experienced Scout who is appointed by the Senior Patrol Leader, with the advice and consent of the Scoutmaster and Assistant Scoutmaster of the New Scout Patrol.

**Tour Permit.** A document that must be filed with the council office before any official scouting activity can take place.

**Uniformed Adult Leader.** See Scoutmaster or Assistant Scoutmaster.

**UC Unit Commissioner.** Volunteer Scouter who works with packs, Troops, and teams to help them succeed. Carries information and questions to and from the unit, to and from the local council

**White Card.** Official certificate of completing a merit badge.

**Wood Badge.** Advanced leader training. A leather thong with two wooden beads, a special neckerchief, and a slide (woggle) are worn by those who have completed training. Teaches leadership and Troop operation skills.

**WOSM** World Organization of the Scouting Movement.

**YIS.** Yours In Scouting

**YPP** Youth Protection Plan - Guidelines and policies, in place, to help fight child abuse. This BSA Emphasis fights child abuse by teaching youth the "three R's": Recognize, Resist, and Report child abuse; by helping parents and Scouters learn to recognize indicators of child abuse; and by teaching them how to handle child abuse situations.

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