

# BOY SCOUT TROOP 196



*Troop 196 is in the*

**Pioneer District**

*which is one of several districts in the*

**New Birth of Freedom Council**

*which includes several counties in South Central Pennsylvania*

*Council #544*

**Boy Scouts of America**

## TABLE OF CONTENTS

**WE WILL FIX THIS TABLE OF CONTENTS LATER - - MarcT 11/03/08**

INTRODUCTION.....	3
WHAT IS IT ALL ABOUT.....	3
ORGANIZATION.....	4
Website.....	4
Chartered Organization (Sponsor).....	4
Troop Committee.....	4
Troop Parents.....	4
Troop 196.....	5
Troop Meetings.....	5
Outings and Activities.....	6
Adult Leadership.....	6
Patrols and Patrol Leaders.....	6
Patrol Leaders Council (PLC).....	6
ADVANCEMENT.....	6
Advancement through First Class.....	7
Advancement from First Class to Eagle.....	7
Merit Badges.....	7
Boards of review.....	8
Court of Honor.....	8
ADMINISTRATIVE.....	8
Recharter and Fees.....	8
Annual Registration Fees.....	8
Dues.....	8
Fees for Outings / Activities.....	9
Fundraising.....	9
Medical Information.....	9
UNIFORM.....	9
CAMP PIONEER.....	10
SCOUT SHOPS.....	10
AND FINALLY.....	11
UNDER CONSTRUCTION	
Appendix A, Troop Leadership Roles & Responsibilities.....	12
Appendix B, Adult Leadership Roles & Responsibilities.....	??
Appendix C, Troop Expenditures .....	??
Appendix D, Notes from Usual Troop Events .....	??
Appendix E, Usual Committee Agenda Items/Communications by Month.....	??
Appendix F, Usual Committee Agenda Items/Communications by Month.....	??

## **INTRODUCTION**

### **Welcome to Troop 196**

Welcome to the Boy Scouts of America! By becoming a parent of a Boy Scout, you are setting your son out on the grand adventure of Scouting. This is a tremendously important and rewarding endeavor that you will be able to share with him.

- ◆ **What is it all about?**
- ◆ **What are you expected to do?**
- ◆ **What does it cost?**
- ◆ **We have prepared this booklet to answer these questions.**

The following pages describe the organization of a Troop and the advancement pattern that each boy will follow. Reading this will help you understand how your son can progress through the ranks with your help. It will help you understand your roles as well as the roles of the various adult volunteers.

### **WHAT IS IT ALL ABOUT**

Unlike Cub Scouting, with which many of you are familiar; Boy Scouting is a youth-led organization. The boys learn how to organize and lead the Troop. After training, and with supervision from the adult leaders, the boys run the show.

The boys in the Troop will be working toward their rank advancements: Tenderfoot, Second Class, First Class, Star, Life, and ultimately the Eagle Rank. As they travel on their trail to Eagle, they will not only learn how to lead a team to a goal, but they will also lead teams of Scouts in a number of situations. Many Eagle Scouts include scouting accomplishments on their résumés and it a valuable tool in obtaining acceptance into college, the work force or the military.

Boy Scouting also provides for growth of moral strength and character, teaches citizenship, and enhances the development of physical, mental and emotional fitness. This is all done in the spirit of fun and adventure.

Speaking of spirit, you might hear from the adult leaders or from your son, the term “Scout Spirit.” Every rank advancement requires the demonstration of “Scouting Spirit.” How does your son demonstrate this “Scout Spirit?” He does this by living by the Scout Oath, the twelve points of the Scout Law, and the Scout Motto and Slogan. He also demonstrates the Spirit of Scouting through the proper wearing of his scout uniform during scouting activities and functions and his participation during those activities and functions.

Please take a few minutes to read Chapter 1 of your son's Boy Scout Handbook.

Troop 196 tries to stay very active with at least one campout or outdoor event each month. Some camping equipment is available through the Troop Quartermaster.

Not only are parents welcome to attend ALL Troop activities, parents are encouraged be become involved in any and all facets of the troop as described below.

Troop 196 is a participating member of the Adventure District of the New Birth of Freedom Council, Boy Scouts of America. (There are several Districts within each Council.) The Troop's organization consists of a Chartered Organization, a Troop Committee, the Troop, and the Troop's Parents.

### ORGANIZATION

<b>Troop 196</b>	<a href="http://www.bsatroop196.org">www.bsatroop196.org</a>
<b>New Birth of Freedom Council &amp; Adventure District 717-766-1591 Fax: 717-795-8721</b>	<a href="http://newbirthoffreedom.org/">http://newbirthoffreedom.org/</a> <i>includes information for Adventure District, Scout Shop, Forms, Training &amp; much more</i>
<b>National Eagle Scout Association</b>	<a href="http://www.nesa.org/">http://www.nesa.org/</a> <i>includes guidance for Eagle Scout projects and more</i>
<b>Troopmaster DotNet</b>	This provides online information about our troop such as: a directory, email addresses, scout advancement, and much more. All troop members can have READ-ONLY access; contact the Advancement Chair or Committee Chair for details.

### CHARTERED ORGANIZATION (SPONSOR)

Every Troop is chartered by an organization that is essentially the “owner” of the Troop. The Chartered Organization for Troop 196 is the Telecom Pioneers, LH Kinard #7 – Capital Club. The Chartered Organization shares our objectives for the boys and insures that there is adequate, trained leadership. A Chartered Organization Representative acts as liaison between us and the Telecom Pioneers.

Troop 196 also uses “Hampden Township” as our official address on the Troop flag, website, etc. The Township provides our meeting space, and is supportive in other ways.

### TROOP COMMITTEE

The Troop Committee functions as an administration and support organization for the Troop. The Committee ensures that the program is conducted in accordance with the principles and methods of scouting and that they are conducted safely. The Committee handles Troop funds, fund-raising activities, membership drives, activity permits and coordination, advancement records, procurement and maintenance of Troop equipment.

The Committee usually meets on the fourth Thursday, of each month, excluding December, June and July. These meetings are open to all parents/guardians. Adult participation is strongly encouraged, including those not officially part of the committee.

Location      Hoss’s Restaurant, 730 Wertzville Road, Enola, near Giant supermarket  
Time            meeting begins at 7pm; these is an optional dinner at 6pm

Although everyone in attendance is welcome to join the discussion, voting is limited to registered committee members; scoutmaster and assistant scoutmasters are non-voting members.

## **TROOP PARENTS**

The role of parents within Troop 196 is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel. Although the boys run the Troop, they do it with adult guidance and support. We encourage you to become part of that support group.

*We realize that every family has time constraints due to work, health limitation and other children. However, all families should plan on the following minimum participation:*

- ◆ Read their Scout's handbook and understands the purpose and methods of Scouting. Parents should attend an informal Boy Scout Fast Start by the Troop Committee.
- ◆ Actively follow their Scout's progress and offer encouragement and a push when needed. Many merit badges require home activity and many Scouts need a reminder to stay on track.
- ◆ Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor and other family oriented activities.
- ◆ Assist, as requested, in all Troop fund-raisers and other such activities. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
- ◆ Be aware of the Troop program and annual calendar. Check sign-up sheets at the beginning or end of each Troop meeting and coordinate with your son on which outings he commits to and ensure funds are available. Sign up to provide transportation whenever possible.

*In addition, parents are welcome to:*

- ◆ Volunteer to lead or assist in Troop activities such as camp outs, service projects or fundraisers. Adult leadership is on a volunteer basis and the more participants there are the easier it is for everyone.
- ◆ Attend Troop Committee meetings and/or become a registered committee member.

## **TROOP 196**

### **Troop Meetings**

Troop 196 holds weekly meetings at the Hampden Township Recreation Building across from the Sporting Hill Elementary School. Meetings are held every Monday, from 6:30 p.m. to 8:00 p.m. except the 4<sup>th</sup> Monday of the month which is a Patrol Leader's Council meeting (boys in leadership positions only). July and August are typically reduced to one meeting each month. Changes to the meeting schedule will be announced as early as possible to allow for proper planning. A calendar of meetings and events is posted on the Troop Web Page or upon request at the Troop meetings.

One of the Patrols is selected to sponsor each meeting (set up, opening ceremony, Troop game, closing ceremony and clean up) and each Patrol member is expected to show up 15 minutes early and stay an extra 15 minutes afterward that night. Patrol Leaders will notify their Patrol of their assigned meeting. Troop meetings are run by the Scouts themselves and include time for the Troop to participate in a skill practice or training exercise and time for Patrols to meet and work on individual advancement or plan for outings. Scouts are expected to come prepared with their Scout Handbooks, in full uniform, and ready to work on advancement for him or work to advance others. Adult leaders are available as counselors and

final authority but do not run the meetings. Parents are encouraged to stay for meetings and attend outings as practical.

### **Attendance**

Scouts are encouraged to attend all functions. The troop and patrols cannot operate efficiently with part-time scouts. Any Scout who has, upon the discretion of the Scoutmaster, not participated in the Troop meetings, Patrol meetings or Scout outings during 3 consecutive months will normally be removed from leadership duties. A Scout, who cannot attend a scheduled Troop Meeting or other outing, is expected to notify their Patrol Leader before the meeting or event and should call after the meetings to find out what announcements were missed.

Roll call is performed at the Troop Meetings and each Patrol Leader will announce who is missing and whether or not they received prior notification of the absence. Patrol Leaders must inform members of which meeting they are sponsoring in order to plan on arriving early and staying late, and are encouraged to contact each patrol /member routinely to promote outings and plan for events; however, individual Scouts are responsible for attendance and participation without being reminded.

### **Outings and Activities**

We try to plan at least one event per month (and sometimes two) and all Scouts are encouraged to attend. The Patrol Leader's Council makes plans for the weekend outings as well as single day events. These events are intended to provide opportunities for all age and ability levels. However, some "high adventure" activities are limited to First Class rank or above AND 14 years or older. Additional adult participation is always needed and anyone with ideas or information on outings is encouraged to contact the Scoutmaster.

Weekend departure times are normally 6:30 p.m. on Friday evening from the Hampden Township Recreation Building across from Sporting Hill Elementary School. Any Scout more than 15 minutes late, without notification, is considered a "no-show" and will be responsible for finding alternate transportation and will still be held accountable for payment of fees for the event. Class A Uniform is required while traveling to and from all events with the exception of outings to Camp Pioneer, in which case Class B Uniform is acceptable. (See page 9 for Uniform explanation)

### **Adult Leadership**

According to Boy Scouts of America, anyone over 18 years of age is considered an "adult."

- ◆ However, only adults 21 or over can drive scouts for any official scouting event.
- ◆ "Registered adults" are adults that have paid their calendar-year annual dues to be registered as a scoutmaster, assistant scoutmaster or committee member.
- ◆ See the Administrative chapter for information about medical forms required for adults.

**"Two-Deep Leadership"** is required by BSA for all troop events. Two registered adult leaders OR one adult leader and a Scout parent, both of whom must be at least 21 years of age, are required for all Troop 196 meetings, trips or outings.

**"No One-on-One Contact"** is another very important BSA youth protection policy. At no time is one adult to be alone with one scout unless the two are relatives. Therefore, ALL registered adult leaders must be trained in Youth Protection and follow strict BSA policy for the security and safety of all members. See Appendix B for Adult Leadership training requirements.

Parents taking part in troop events are encouraged to take the 20-minute on-line Youth Protection training available through the Council website. This training is not required for parents, but provides good information and backup if other trained adults are called away.

### **Patrols and Patrol Leaders**

The Troop is a group made up of several patrols. Each Patrol usually consists of a Patrol Leader, an Assistant Patrol Leader, and no less than four Scouts and no more than eight Scouts. The boys in the Troop elect the Patrol Leaders.

The Senior Patrol Leader is elected annually by the scouts in the Troop. The Senior Patrol Leader selects his Assistant Senior Patrol Leader. The Patrol Leaders, with the Senior Patrol Leader as their head, form the Patrol Leaders' Council, which plans the activities and runs the Troop meetings.

### **Patrol Leaders Council**

The Patrol Leaders Council (PLC) plans and runs the troop programs with assistance from the Scoutmaster. The Patrol Leader at the PLC represents every Scout; so each scout can offer input the the PLC meeting through their Patrol Leader. PLC Meetings are held on the 4<sup>th</sup> Monday of the month from 7:00-8:00 p.m. normally at the Hampden Township Recreation Building. See Appendix A for PLC members.

## **ADVANCEMENT**

There are many definitions of advancement, but the Scouting definition might well be, simply, "the art of meeting a challenge." That is exactly what the Boy Scout advancement program asks the boys to do. The Boy Scout advancement program provides a ladder of skills that a Scout climbs at his own pace. As he acquires these skills he moves up through a series of ranks, for which he is awarded badges. Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The higher he climbs the more challenging his tasks -- and the more rewarding.

Any Scout who seeks to advance in rank needs to fulfill a leadership responsibility. The Scout must accept an active leadership position and perform the required duties. The following are Troop Leadership Positions: Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader, Scribe, Librarian, Quartermaster, Historian, Chaplain Aide, Bugler, Order of the Arrow Representative, Troop Guide, Troop Instructor, and Den Chief. All positions need the Scoutmaster's approval.

### **Advancement through First Class**

#### **First Class Rank Badge**

From the time the Scout enters the Troop through the time he earns advancement to First Class, he is learning basic scouting skills to enable him to camp, hike, swim, cook, tie knots, administer first aid, and perform other tasks in the outdoors and to work as a member of a team. With those first steps, the Scout begins to build himself physically, mentally, and morally. He will start to live by the Scout Oath and Law. Soon he will learn the symbolism inherent in the Scout badge. He will learn that there are three points of the trefoil, which stand for the three parts of the Scout Oath: duty to God and country, duty to other people, and duty to yourself. The goal of this Troop is for the Scout to achieve the rank of First Class

within his first year in the Troop. This is a sign that the Scout has mastered the fundamentals of scouting and can begin to start the long process of learning to lead others, refining the learned skills and learning additional skills.

### **Advancement from First Class to Eagle**

#### **Eagle Rank Badge**

From the achievement of First Class through Eagle, the Scout will be demonstrating leadership, performing service projects, earning merit badges and using the skills learned while achieving the rank of First Class. The next ranks he will earn are Star and Life. These ranks are harder to obtain than the earlier ranks, but are also more interesting for the older Scouts. Upon completion of all the requirements for Star and Life the Scout will be eligible to work for Eagle. The original principals, the Scout Oath and Law now have fuller meaning for the Scout and their understanding of them is much greater. The final steps towards Eagle are filled with leadership experiences.

Committee and Scoutmaster Approval of Concept, not notebook:

- Project must be presented to Troop Committee before signed by the Scoutmaster and Committee Chair representing the Committee.

#### **Merit Badges**

The goal of the merit badge program is to expand a Scout's areas of interest and to encourage the Scout to meet and work with adults in a chosen subject. Merit badges are handled VERY different from Cub Scouting. In Boy Scouts, each boy individually decides which badges to work toward. Initiative must come from each scout in order to attain these badges.

A Scout works with a registered merit badge counselor to earn merit badges. The Scout is required to seek the approval of the Scoutmaster for a particular merit badge, obtained a signed Merit Badge Application Blue Card and to contact the merit badge counselor to arrange for times and places to meet with the counselor. When the Scout completes the work on the merit badge the counselor will complete the Blue Card for the Scout to return to the Advancement Chairperson.

There are over 100 merit badges that can be earned. All parents are encouraged to look at investigating the possibility of becoming a merit badge councilor for merit badges in their field of expertise or interest

#### **Merit Badges**

*(Yet to be written by Scoutmaster)*

#### **Boards of Review**

When a Scout has completed all the requirements for a rank, he appears before a board of review composed of three members of the Troop committee. The purpose of the review is not an examination. Rather, it is to determine the Scout's attitude and acceptance of Scouting's ideals; to ensure that the requirements have been met for advancement, to discuss the Scout's experiences in the Troop and the Troop's program, and to encourage him to keep working towards advancement. A Board of Review may also be held to counsel a boy about his lack of progress toward advancement.

#### **Court of Honor – Troop recognition of Scout and Adult achievements**



Troop 196 will conduct a Court of Honor twice a year, generally in March/April time frame and in September. The Court of Honor recognizes all Scout appointments, elections, awards, and advancements since the last Court of Honor. Adult recognition is also presented during the Troop Court of Honor in addition to other business matters of importance to the parents. It is the responsibility of the Troop's Patrol Leaders' Council to plan and conduct the Troop Courts of Honor. The Troop Committee will support the Courts of Honor as requested.

The Court of Honor is a public ceremony, and is a chance for the Scouts and Adult Leaders to be publicly recognized for their achievements. Parents, families, and all other interested individuals are encouraged to attend.

### **Eagle Court of Honor**

A special Eagle Scout Court of Honor will be held after an Eagle Scout board of review has certified that a Scout has completed all of the requirements for that rank and the application has been approved by the National Council. The Scout and his family are responsible for planning the ceremony and selecting those who will make the presentation of the award.

## **ADMINISTRATIVE**

Re-Chartering is the process of annually registering the troop with BSA.

Within our troop, this also triggers the following updates:

- Drivers information added or updated in TroopMaster
- Medical forms information added or updated in TroopMaster
- Training of adult leaders reviewed and updated in TroopMaster
- Troop Resource Survey of parent connections and talents available to the troop

### **Annual Registration Fees – paid to Boy Scouts of America**

The process of re-chartering is the annual collection of BSA registration & insurance fees as well as a subscription to *Boys Life* magazine.

### **Dues – paid to Troop 196**

Dues are one dollar each week or four dollars each month for each of the ten months the Troop meets regularly. This amounts to \$40.00 per year. Dues should be earned by the Scout to pay his own way. Dues can be paid in any fashion to the Troop Treasury: weekly, monthly, annually, etc. Scout dues go into the Troop treasurer to partially pay for badges, awards, and other expenses incurred by the Troop as a whole, see Appendix C.

### **Fees for Outings / Activities**

Parents are strongly encouraged to stay informed by reading newsletters, email messages, visiting the Troop website and/or reviewing sign up sheets each month. When a Scout signs up for an activity this will serve as a commitment to participate and it is the Scout's responsibility to ensure their parent or guardian is notified. Parent signature on the scout medical form serves as permission slip for all outings unless otherwise noted. The Scout will be charged all fees associated with the activity, unless notification is given to the Patrol Leader and Adult Leadership a minimum of 5 days prior to the event or

as otherwise noted on sign up sheets if necessary to arrange prior payments for events and supplies. Refunds will be considered with the approval of the Troop Committee given extenuating circumstances.

### **Scout Accounts**

This troop treasurer maintains an account for each scout or scout family to deposit funds at anytime during the year. Any individual earnings from fundraising activities are also deposited here. Monthly dues are deducted from this account if not paid in person. The scout can withdraw funds to pay for his own expenses during troop activities such as camp registration, food/fuel expenses, canoe rental, Eagle Scout expenses, etc.

### **Fundraising**

The Troop participates in several fund-raising activities during the year. These fund-raising events provide the Troop with much of the operating funds. These events also fund equipment purchases and replacement of worn equipment such as tents, cook stoves, cooking gear, etc. Families are strongly encouraged to be involved in these events. You will be advised of the dates of these events. Please plan on helping us. The Council also solicits funds annually through the Friends of Scouting Campaign.

In this troop, BSA Popcorn Fund-raising benefits each individual scout account instead of going into the Troop treasury as in some other troops. This means that for each \$100 of popcorn sales, approximately \$30.00 goes into the Scout Account of the seller.

### **Medical Information**

A current "Annual Health & Medical Record" is required for participation in any Troop/BSA sponsored event. The form is only valid for 12 consecutive months after which renewal is required.

Signature by parent or guardian constitutes permission to attend outings and activities.

An annual physical and signature by a licensed health-care provider is nearly always required as well. See the form for specifics.

### **Insurance**

Insurance is ONLY provided by BSA for any "official scouting event." *An assigned Tour Permit is required to make the event or trip an official event.*

## **UNIFORM**

The Scout uniform helps to achieve the objectives of Scouting. The uniform by itself cannot make a good Scout or a good Troop, but its use has been proven to improve both the Scout and the Troop because it is a visible symbol of Scouting and unity. Each scout is required to have and wear, within a reasonable amount of time after joining the Troop, the following uniform items:

"Class A" (Dress) Uniform is required at all Troop meetings and as required by the Scoutmaster.

- Tan Scout shirt with appropriate insignia and patches including at least: Council strip, patrol emblem and dark green shoulder loops (red loops are permitted as the old version of the scout uniform).
- Troop number

- Troop 196 neckerchief (obtained from Troop)
- Neckerchief slide (can be purchased or made by Scout).
- Olive Scout pants or shorts.
- Boy Scout Socks
- Boy Scout Hat (Optional).
- Scout web belt and buckle.
- Tennis shoes or hiking boots. Socks are required.

“Class B” (Activity) Uniform is encouraged whenever Class A is not required)

- Troop T-Shirt, or Sweat Shirt (purchased through the Troop)
- Tennis shoes or hiking boots. Socks are required.
- Appropriate pants or shorts
- Appropriate socks and footwear
- Troop Windbreaker is also available for purchase through the Troop

Uniforms and insignia are worn a certain way. The Troop Leaders and staff at the Scout Shops will be able to answer any questions you might have on where to put what badge. Inside the cover of the Handbook there are guides for badge placement.

### **CAMP PIONEER**

The Troop 196 Committee is fortunate to own nearly 14 acres of property in Dillsburg. The camp is named Camp Pioneer after our Chartering Organization, the Telecom Pioneers.

Camp Pioneer consists of a cabin, “Knecht Lodge” (named after our first camp caretaker, Mr. Ray Knecht) which holds 14 bunk beds sleeping 28, a small kitchen area with stove and refrigerator and sink. The cabin is heated by a wood burning fireplace insert and supplemented by a propane heater.

The property also has a 25 foot by 48 foot pavilion located near the cabin, an outdoor water pump house, a latrine and a three-sided shelter. A small spring fed pond completes the camp. There are several areas on the property conducive to conducting skills training, an area designated as an outdoor chapel and a ceremonial area where campfire programs or Courts of Honor are held. The rest of the property is wooded.

In order to make the camp self-sufficient, the property is rented to other Boy Scout, Cub Scout Girl Scout groups. In addition, church youth organizations have rented the property and family reunions have also been held at Camp Pioneer. The funding received through the rental of Camp Pioneer has, in the past, pretty much covered the cost of maintaining the property.

Troop 196 uses the camp several times a year for its monthly weekend outings. Tenting is also available.

### **SCOUT SHOPS**

There is a Scout Shop in our area where you can purchase Scout uniforms and supplies:

Council Scout Shop  
 Baden Powell Lane  
 Mechanicsburg PA 17050  
 717-795-2703

## **AND FINALLY**

You are joining a great organization that includes tens of thousands of adult leaders, interested parents, and the BSA professional staff. Scouting is much more than enjoying the outdoors. The Troop teaches leadership skills and community skills. Scouting also shows the boys how they can keep themselves strong and healthy and make the most of school. With hard work and dedication, your son will be able to serve as a leader in the Troop and advance in rank along the trail to Eagle. If you should have any questions or concerns, please feel free to ask any adult leader or Troop Committee member. Congratulations and thanks for participating!

## **Appendix A: Troop Leadership Roles & Responsibilities**

### **Purpose of the appendix:**

The information in this appendix is to provide guidelines for Scout Leadership positions, and to document troop operations.

- ❖ Scouts – Expectations and accountability are clarified for scouts accepting and performing these leadership positions.
- ❖ Scoutmaster – Deviations from these guidelines may be necessary due to the size of the troop or other unforeseen circumstances.

=====

### **Patrol Leader Council (PLC) members:**

- Senior Patrol Leader
- Asst Senior Patrol Leader
- Troop Scribe
- Troop Guide
- Troop Webmaster
- Patrol Leaders

=====

### **SPL – Senior Patrol Leader (member of PLC)**

- Elected by troop via secret ballot
- Pre-requisites – 15 years old, Star rank, Camping Merit Badge, willing to serve
- Lead Troop meetings and Patrol Leader Council meetings
- Specific Duties ???????????

### **ASPL – Assistant Senior Patrol Leader (member of PLC)**

- Selected by SPL, with consent of the Scoutmaster
- Pre-requisites – 15 years old, Star rank, Camping Merit Badge, willing to serve

Scouts volunteer for following positions. Then selections are finalized by SPL in concert with Scoutmaster.

### **Scribe “is the troop’s secretary.” (member of the PLC)**

- Monthly notes from PLC Meetings distributed to adult leaders, PLC members and Scout Webmaster
- Weekly role call for attendance and any notes from Troop Meetings given to Scoutmaster
- Weekly, at Troop Meetings, post and maintain advancement status for individual scout Rank and Merit Badges. This information is gathered from Patrol Scribes or Patrol Leader.

**Guide “is an older First Class Scout (or higher) with strong teaching skills and the patience needed to work with new Scouts.” The goal is to help new scouts achieve rank of First Class Scout. The Guide must have a record of good attendance due to the nature of this position. (member of PLC)**

- Monthly, at PLC meeting, report on the status of new Scouts and ask for assistance as necessary

- If new Scouts are in their own patrol, the Guide acts as the mentor for the Patrol Leader, and accompanies the new-scout patrol on troop events. Therefore, the Guide is usually a member of this new-scout patrol.
- If the new Scouts are in separate patrols, each patrol with new Scouts may have its own Guide to mentor the new Scouts in that specific Patrol.

**Quartermaster “is the troop’s supply boss; keeps an inventory of troop equipment and sees that the gear is in good condition.”**

- Monthly, at troop meeting, report on equipment status, including repair and/or procurement needs AND provide written report to Scoutmaster for Troop Committee
- Monthly, at troop meeting, review status of Internet site with availability of scout clothing and request donations
- Ongoing, maintain troop Internet page with list of available scout clothing and wishlist for additional apparel.
- Work with Patrol Quartermasters to assign the same equipment to each Patrol during the year and upon return of equipment, collect written report from Patrol Quartermaster with status of equipment and need for repairs or replacement;
- Maintain previously used scout clothing inventory

**Instructor “is an older Scout with proficiency in a specific Scouting skill/s with the ability to teach others.”**

- Monthly, at troop meeting, report on last months Instruction event and announce planned instruction for the coming month based on input from earlier PLC meeting and/or Scoutmaster
- This position is useful to fulfill leadership positions for older scouts when other leadership positions are already assigned to others

**Webmaster “maintains the Troop website”**

- Receives requests for updates from others in the Troop
- Implements these requests with the approval of the adult webmaster mentor
- Keeps site up-to-date and looks for ways to improve the site

**Leave No Trace Trainer “.....”**

- ????
- ????
- ????

**Den Chief “works with a Webelos/Cub Scout den and their adult leader to assist at den meetings, encourage advancement and serve as a role model for younger boys.” Recruitment into the troop is also a benefit from this position.**

- Weekly, at a troop meeting, briefly share the activities of the associated den.
- More than one troop Den Chief may work with the same den to make this position a bit less time consuming for the boy scout.
- February, March and April, at troop meeting, report to Recruitment Coordinator

**Historian “collects and preserves troop photos, news stories, trophies, flags, scrapbooks, awards and other memorabilia.”**

- Monthly, at troop meeting, display troop scrapbook with updated information since the last month
  - work with webmaster to put selected photos into hard copy
  - Every event needs a short description with dates, locations, etc.
  - Photos with captions including names of those in the picture
- Semi-annual, at Court of Honor, display troop scrapbook
- Maintain central location with all historical scrapbooks and other items
- Long term goal - create Troop Internet site for recent history of events and periodically archived for safe keeping

**Chaplain’s Aide “assist in conducting the troop’s religious observances.”**

- Weekly, at troop meeting, give invocation, “A scout is reverent.”
- Semi-annual, at Court of Honor, give invocation and remind troop of religious emblems programs
- Annual, at troop meeting, organize a religious diversity program
- At weekend events, conduct troop vespers once over the weekend
- At troop meals/dinners, say grace or arrange for someone to do so

**Librarian “oversees the care and use of troop books, merit badge pamphlets, magazines, audiovisuals, diskettes and list of merit badge counselors.”**

- Monthly, at troop meeting, give general status of library including:
  - Review status of Internet site highlighting new and missing materials
  - call for donations of used books
  - call for requests for additions to the library and replacements of outdated books
  - give written requisition to Scoutmaster for new materials
- Ongoing, maintain troop Internet page with list of available materials
- Annually, at troop meeting, announce the newest list of Merit Badge counselors.

**OA Rep “xxx”**

- Monthly, at troop meeting, announce upcoming OA activities and responsibilities
- ????

=====

**Junior Asst Scoutmaster (JASM) “is a scout at least 16 years old with outstanding leadership skills and selected by the Scoutmaster.”**

- Works for the Scoutmaster to provide support and supervision to the other boy leaders as directed by the Scoutmaster.
- Eligible for Asst Scoutmaster at age 18.

=====

**PATROL LEADERSHIP**

**Patrol Leaders (*members of PLC*)**

- elected by Patrol members
- He is responsible for the overall operation of the Patrol

**Patrol Asst Leader**

- selected by Patrol Leader with consent of the Scoutmaster
- assist the Patrol Leader in leadership duties
- acts as Patrol Leader in their absence

**Patrol Quartermasters**

- Before Scout events, obtain equipment from Troop Quartermaster
- After Scout events, return equipment to Troop Quartermaster with written report including repair or replacement needs

**Patrol Scribes**

- Weekly, report to troop Scribe with individual scout advancement/badge status

=====

**Tentative Agendas to fulfill above Leadership expectations**

PLC meeting

- APSL event report
- Guide report
- Training recommendation for Instructor

Troop meeting - WEEKLY

- APSL event report
- Scribe - role call, post advancement status
- Den Chief report
- Chaplain's Aide - invocation

Troop Meeting - MONTHLY

- Quartermaster report
- Instructor report
- Historian report
- Librarian report
- OA Representative report



## **Appendix B: Adult Leadership Roles & Responsibilities**

### ***Charter Organization Representative***

- Liaison with Telecom Pioneers
- Advise Committee Chair

### ***Corporate President & Committee Chair & Camp Pioneer Board Chair***

- Troop Committee/Camp Pioneer Board - meeting preparations
  - set dates, prepare agenda, conduct meeting
- Advise Scoutmaster
- TroopMasterDotNet
  - Data Administrator
  - Export file to District Records Management volunteer periodically
  - Inform registered adults of software availability
- Handbook maintenance
- Be aware of adult leadership expectations/accomplishments

### ***Corporate Vice President & Committee Vice-Chair & Camp Pioneer Board Chair***

- Troop Committee/Camp Pioneer Board - meeting location and meal arrangements
  - reserve room, dinner reservations and payment
  - conduct meeting in absence of Committee Chair using Agenda prepared by Chair

### **Secretaries**

#### ***Corporate Secretary & Committee Secretary***

- Troop resource survey and records, at annual update with re-charter
- maintain scout and adult personal information on TroopMasterDotNet
- register new scouts and adults leaders with District Office
- Prepare and submit annual re-charter via on-line methods
- Committee Meeting Minutes
  - Quorum call
  - Take notes, distribute draft minutes before next meeting, update as amended
  - Maintain records per corporate By-Laws

#### ***Camp Pioneer Secretary***

- Committee/Camp Pioneer Meeting Minutes
  - Quorum call
  - Take notes, distribute draft minutes before next meeting, update as amended
  - Maintain records per corporate By-Laws

### **Treasurers**

#### ***Committee Treasurer***

- Committee Meeting Treasurer's Report
- Maintain general troop treasury, scout accounts, scout shop account
- Cash incoming checks in a timely fashion (at least every 2 weeks)

### ***Camp Pioneer Board Treasurer***

- Board Meeting Treasurer's Report
- Maintain Board treasury

### ***Scoutmaster in coordination with Assistant Scoutmasters***

- Be aware of scout leadership expectations/accomplishments
- Be aware of Assistant Scoutmaster leadership expectations/accomplishments
- *More to be added*

### ***Events Manager - Outdoor/Activities Coordinator***

- tour permits
- camping sites
- transportation

### ***Equipment Coordinator***

- Equipment use, maintenance, repair, replacement, etc.

### ***Advancement Chair***

- Attend nearly all troop meetings and address boys at opening ceremony
- Maintain advancement records on TroopMasterDotNet
- Submit advancements via on-line methods
- Present patches and other recognition
  - Rank advancement
    - patch awarded at troop meetings as soon as it is earned
    - rank advancement recognized at Court of Honor
  - Merit Badges, Blue Cards, and other scout/adult recognition presented at Court of Honor
  - Life Scout receives “Life to Eagle Packet” along with Life patch
- Assist scoutmasters or tour leaders in maintaining ‘Activity’ records on TroopMasterDotNet

### ***Adult Training Coordinator***

- maintain records on TroopMasterDotNet
- annual review of training requirement with ALL renewals at Re-Charter
- Present adult training patches or other awards at Court of Honor
- alert adults of the training needed to keep up-to-date with training requirements
- inform adults of train opportunities in the region
- organize Troop sponsored training events with District Training Chair when it benefits our Troop adult training needs

### ***Medical & Drivers Records Management***

- Medical Form maintenance on TroopMasterDotNet and hard copy
- annual review of medical form with ALL renewals at Re-Charter
- Driver information maintenance on TroopMasterDotNet
- annual review of driving information with ALL renewals at Re-Charter
- Keep all information is up to date

### ***Chaplain***

- Provide spiritual tone for meetings and activities
- Guide chaplains aide
- Encourage scouts to participate in religion of their choice and earn appropriate religious emblems

### ***Life to Eagle Guide***

- discuss the trail to Eagle as each boy achieves the rank of Lift Scout
- *more to be added*

### ***Webmaster Mentor***

- Mentor Scout Webmaster to teach him how to maintain the site and review his changes
- Advise Scout Webmaster about out-of-date materials

### ***Recruitment Coordinator***

- Mentor Den Chiefs who are scouts that are matched with various Cub Scout Webelos den/ in Pack 196 and any other packs that are interested, including Pack 29, ??????????
- ??? Coordinate bi-annual pack/troop events with Pack 196
- Invite Pack 196 Webelos-2 to ALL age appropriate Troop events, include other Packs if they are interested
- Coordinate our Troop representation at Pack Blue & Gold events as needed

### ***Fund Raising Coordinators***

- Popcorn, spring & fall - profits go to individual scout accounts
- Silver Spring Township Fall Festival - profits go to Camp Pioneer Treasury
- Spaghetti Dinner - profits go to Committee Treasury

### ***Court of Honor Refreshment Coordinator***

- Organizes the meal at biannual Court of Honor, spring & fall

### ***Camp Pioneer Caretaker***

- *To be added as needed*

### ***Camp Pioneer Treasurer***

- *To be added as needed*

## Appendix C: Troop Expenditures

### Usual Expenses incurred by Troop 196:

- Re-Charting Fees for the Troop, not individuals. Exceptions are permitted by committee vote.
- Supplies and Equipment purchase and maintenance
  - Excludes materials for scout activities (marshmallow guns, etc) or merit badge work (kits, etc)
- New Scouts welcome gifts:
  - Neckerchief
  - '196' shoulder patch; these are ordered from the Scout Shop as **one patch**
- Scout Shop Badges, Patches etc
  - Rank & Merit badges
  - Patrol patches, but not custom-made versions
  - Adult Leader patches if desired by Scoutmasters or Committee Members
    - Leadership position shoulder patch
    - Training patches
- NYLT, National Youth Leadership Training registration fees for boy/s nominated by the Scoutmaster and approved by the Committee. The committee may decide to pay for the full or partial registration/s depending on the fiscal status of the troop treasury.
- Eagle Scout Court of Honor
  - 5-year membership is paid by Troop for the National Eagle Scout Association; certificate is presented at Court of Honor (see <http://www.nesa.org/> )
- Purchases of equipment repair and replacement
  - Purchases under \$50, with receipts, do not require Committee approval
- Service Event expenses
  - Drivers have the option of reimbursement from Troop Treasury (with receipt) or a mileage tax deduction
- Trip Event expenses - If the "Troop Treasury" is deemed unhealthy by the committee, references to payment "by Troop Treasury" may need to become "by the scouts attending the event" until the Treasury is once again solvent. This is a committee decision.

### Camp Registration Fees

Adult registrations are usually necessary for summer camp or other District/Council events. The Troop Treasury pays for adult registration to ensure the required two-deep leadership, i.e., Tour Leader and Asst Tour Leader. Some events provide one or two adult registrations at no cost, thus reducing or eliminating the need to pay for one or both adult registrations from the Troop treasury.

### Food Expenses

For events such as summer camp where food is included in the registration fee, there will be no other personal expense to scouts or adults for food. The Troop Treasury will pay for any snacks and beverages purchased for the trip.

Troop Cooking – Scouts and adults participate in menu development and food preparation for the entire Troop. Supplies are purchased all at once and reimbursed from receipts. The expense is divided evenly

among the number of people in attendance. Each scout pays their share from their own Scout Account. As long as the troop is financially stable, adult shares are paid by the Troop Treasury.

Patrol Cooking – Each scout patrol develops their own menu, purchases their own supplies and prepares their own meals with adult supervision. The adult patrol, comprised of all adults, does the same. Each patrol member pays an equal share from their Scout Account based on receipts from their own patrol. As long as the troop is financially stable, the adult patrol expenses are paid by the Troop Treasury. However, adults are expected to contribute to the treasury if their menu includes specialty high priced items.

### **Fuel Expenses**

**Drivers have the option of reimbursement for fuel as described below or using the mileage as a federal Income Tax deduction on Schedule A, Gifts to Charity. In either case, the Troop treasury does not pay for fuel costs.**

The reimbursement option only applies to drivers that are transporting scouts in addition to their own son/s.

- Drivers fill fuel tank just before the trip at their own expense.
- Save receipts for all fuel purchases during the trip and from a fill-up on day of return.
- Give these receipts to the Tour Leader on the day of return to enable prompt payment from the Treasurer.
- Calculating Fuel Cost Share – Each person (scouts & adults) will pay an equal share of the total fuel bill reimbursed, including drivers. However, if a driver declines reimbursement, the driver and his/her son/s are excluded from the calculation and payment of fuel cost-share. **Total people on trip minus number of drivers not reimbursed minus scouts of non-reimbursed drivers equals number of people paying fuel shares. Then divide receipted fuel cost by number of people pay fuel shares to equal cost of fuel share.**

## **Appendix D: Notes for Usual Troop Events**

### Scouting for Food – week 1 – door hangers

- Request the area from Sporting Hill Rd to 35<sup>th</sup> St, between Carlisle Pike and Trindle Road
- 1750 door hangers would be enough for this area. There are about 1300 door knobs, but a few extra helps to supply the various teams.
- There is an apartment complex on the group of streets beginning with “B”. One team should be assigned only to this area because there are a lot of doors.
- Stop along the businesses along Carlisle Pike and Trindle Road
- Look for a hidden apartment complex off Carlisle Pike with a driveway next to Killian’s Fireplace store.

### Scout for Food – week 2 - collection

- Reserve Community Room at the Township Recreation Bldg.
- Supplies needed for the day
  - about 100 boxes as supplied by Council
  - packing tape
  - permanent markers to label the boxes
  - perhaps doughnuts/snacks, coffee or something ??

## Appendix E: Usual Committee Agenda Items/Communications by Month

### August

#### Committee Meeting

- *EMAIL – Fall District Popcorn Fundraiser*
- Scoutmaster Recruiting Plan for the year
- Popcorn Coordinator report
- Court of Honor plans
- Room reservations - meetings and Spaghetti Dinner
- Water station for MS race next July - begin planning
- Budget review for approval for upcoming Sep 1 – June 30
- Committee Treasury records for last 12 months given to audit sub-committee for a September report (Sep 1 – Aug 30)

#### Board Meeting

- Fall Festival update
- *EMAIL – Fall Festival, call for beverage donations and SAVE THE DATE*

### September

#### Committee Meeting

- *EMAIL – Annual Registration notice*
- *EMAIL – TroopMaster Access*
- Fredricksen Library community service - Leaf cleanup
- Spaghetti Dinner & Silent Auction coordinators recruitment
- Troop calendar presented to Cmte
- Internet suggestions
- Sub-committee report of Committee Treasury Audit; last fiscal year records passed back to Treasury; all previous years records archived with Corporate President per the By-Laws.

#### Board Meeting

- nothing special

### October

#### Committee Meeting

- Holiday Dinner at Camp Pioneer
- Adult Training Status
- Medical & Driving Records Status

#### Board Meeting

- Annual review of camp rental fee for next year
- Call for budget from Campmaster for next calendar year at the next meeting

### November

#### Committee Meeting

- *EMAIL – Holiday Dinner Invitation*

- *EMAIL – Send Unit Info and Merit Badge Counselor files to District person responsible for ADMS (Automated District Mgmt System). This is in Troopmaster under the FILE tab >EXPORT option. (This can also be done anytime there are a lot of changes to this info.)*
- Provide holiday dinner info from last year to this year's leaders
- Popcorn Coordinator report

#### Board Meeting

- Present budget for next calendar year for approval.
- Appoint sub-committee for calendar year audit of Board Treasury; receive records in January for a February report
  - Call for all Board Treasury records to be brought to January meeting
- Call for all Board Treasury records to be brought to January meeting for audit sub-committee

#### December

- *No meetings*

#### January

##### Committee Meeting

- Submit Incorporation forms to PA Dept of State if necessary - **Annual Statement-Nonprofit Corporation** must be filed "on or before April 30 of each year where that has been a change in corporate officers during the preceding calendar year..."  
[http://www.wpaumc.org/console/files/oForms\\_YJ7JB6/ASNPCorp\\_XGMMLG42.pdf](http://www.wpaumc.org/console/files/oForms_YJ7JB6/ASNPCorp_XGMMLG42.pdf)
- NYLT, National Youth Leadership Training – scout selection
- Adult Award Nominations/Square Knots – such as District Award of Merit; nomination & application forms are at <http://www.boyscouttrail.com/square-knots.asp>
- Scoutmaster Recruiting Plan update
- Spaghetti Dinner Status by this year's Coordinator

##### Board Meeting

- Update address of President for correspondence for parcel #29-NA-0024 from
  - York County Assessment Office; see <http://www.york-county.org/>
  - Franklin Township Tax Collector; see <http://www.franklintownship.org/>
- Board Treasury records for last year given to audit sub-committee for a February report

#### February

##### Committee Meeting

- *EMAIL – Send Unit Info and Merit Badge Counselor files to District person responsible for ADMS (Automated District Mgmt System). This is in Troopmaster under the FILE tab >EXPORT option. (This can also be done anytime there are a lot of changes to this info.)*
- Local District Award Nominations – Scouting Spirit of Scouting (scout) & Shield of Service (adult)
- Court of Honor plans - April
- Spaghetti Dinner Status by this year's Coordinator

##### Board Meeting

- Sub-committee report of audit of Board Treasury; last year's records returned to Treasury; all earlier years; records archived with Corporate President per the by laws.

#### March



#### Committee Meeting

- nothing special

#### Board Meeting

- nothing special

#### April

##### Committee Meeting

- Adult Training Status to prepare for summer camp
- Medical & Driving Records Status to prepare for summer camp
- Corporate Records - President calls for all missing records from Committee for the May meeting

##### Board Meeting

- Fall Festival, Silver Spring Township, recruit coordinator, registration usually begins January at [www.silverspringtwp-pa.gov](http://www.silverspringtwp-pa.gov)
- Corporate Records - President calls for all missing records from Board for the May meeting

#### May

##### Committee Meeting

- Popcorn Coordinator report
- Court of Honor plans - September
- Vote of Confidence - see By-Laws
- Room reservations - meetings and Spaghetti Dinner
- Budget call from Treasurer to be presented at Aug Committee meeting for the upcoming Sep 1 - June 30
- Appoint sub-committee for Sep 1 - Aug 30 audit of Committee Treasury; receive records in August for a September report
  - Call for all Committee Treasury records to be brought to August meeting

##### Board Meeting

- Fall Festival, Silver Spring Township, are we registered at [www.silverspringtwp-pa.gov](http://www.silverspringtwp-pa.gov)

#### June

- *No meetings*

#### July

- *No meetings*

## Appendix F: Board of Review

*Board must be comprised of Committee Members (Scoutmaster Handbook, page 94)*

**Required reading for anyone serving on a Board of Review (per 196 Committee 11/20/08)**

***“This Is Not a Test,” Mark Ray, Scouting Magazine, Nov-Dec issue 2008***

**A board of review should gauge the quality of a Scout's troop experience and encourage future advancement, not ask him to pass rank requirements -- again.**

In the classic Disney movie *Follow Me Boys*, Fred MacMurray plays a small-town Scoutmaster. When his troop gets caught up in a war game, MacMurray becomes a POW. To prove he really is a Scoutmaster, not an enemy spy, MacMurray is challenged to tie a sheepshank — the one knot he's never mastered.

Unfortunately, that comic scene is repeated in not-so-comic ways each time a board of review member tosses a rope on a table and asks a Scout to tie a knot. In these moments, the board of review becomes a board of retesting, and the troop misses out on an opportunity to grow along with the Scout.

According to *The Scoutmaster Handbook*, the purpose of the board of review is “not to retest a Scout, but rather to ensure that he has completed all of the requirements, to determine the quality of his troop experience, and to encourage him to advance toward the next rank. Each review should also include a discussion of ways in which the Scout sees himself living up to the Scout Oath and Law in his everyday life.”

Now let's take a moment to look at each of those elements.

### Checking requirements

By the time a Scout reaches the board of review, he has completed all of the requirements for his next rank (including the Scoutmaster conference). All the board needs to do is make sure that nothing has been overlooked.

Board members can use this records check as an opportunity to learn more about the boy's experience in Scouting, according to Dan DiBiase, committee chairman for Troop 888 in Dayton, N.J.

“We'll talk to him about some of the merit badges: What was the most difficult one? What was the simplest one? Why?” DiBiase says.

Boards focus on different topics depending on the rank in question. “Tenderfoot, Second Class, and First Class are primarily concerned with requirements and Scout skills,” DiBiase says. “As they get older, you're doing less of that and talking more about leadership.”

Board sessions also get longer as Scouts advance in rank. A Tenderfoot board should take about 15 minutes, while an Eagle board might last 30 minutes or more.

### Review experiences

Next comes what DiBiase considers the most important aspect of the board of review: assessing the quality of the Scout's experience in the troop.

“I like to ask, ‘If you were Scoutmaster for a day, what one thing would you change about the troop?’” he says. Since the board consists of troop committee members — not assistant Scoutmasters — Scouts are often more willing to speak openly.

Taking action on any problems is essential, according to Barry Bingham, a Life-to-Eagle coordinator with Troop 677 in Ellisville, Mo. “Sometimes the troop meetings get called out as an issue, and we'll jump on that,” Bingham says.

DiBiase notes that the key is to make sure any feedback (positive or negative) represents the views of most Scouts.

“We try to look at trends,” he says. “You could have three Scouts say A, and a fourth Scout say not A but B.”

### **Encourage advancement**

Every board of review should point toward the next rank. At a First Class board, it’s helpful to talk about positions of responsibility and merit badges, which are key requirements for Star. At a Life board, potential Eagle Scout service projects are an ideal topic.

The board can also discuss other Scouting opportunities. Bingham’s troop promotes its Venturing crew at boards of review.

“As a Scout gets to his 14th birthday, he is clearly aware of that Venturing crew and what it is doing,” Bingham says.

### **Discuss everyday life**

Much like the Scoutmaster conference, the board of review is a great chance to draw connections between Scouting and everyday life.

“There are a million and eight things you can talk about that have nothing to do with Scouting,” DiBiase says. “It’s important that you get to know the boys a little bit — not just the Scouting stuff.”

### **Recruit board members**

While it might seem hard to recruit nonuniformed adults to serve on boards of review, Bingham’s troop finds them simply by being observant.

“When adults are standing around, that’s a clue to put them to work,” he says. “A great way to put them to work is to send them to where the boards are meeting.”

Since board members don’t need to know a lot about Scouting, on-the-job training is often sufficient for new volunteers. DiBiase does encourage all his troop committee members to complete the Troop Committee Challenge (available through the Online Learning Center at [www.scouting.org](http://www.scouting.org)). He also has occasionally distributed sets of suggested board of review questions.

In the end, however, the board of review is not about the questions. It’s about the Scout and his growth through Scouting’s advancement program — sheepshanks notwithstanding.

---

*Mark Ray is a former professional Scouter and the author of The Scoutmaster's Other Handbook.*