

# TROOP 316

# HANDBOOK

Boy Scouts of America



Sponsored by  
St. Andrew the Apostle Church Men's Society  
Apex, North Carolina

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## LETTER FROM THE SCOUTMASTER – TROOP 316

I would like to take this opportunity to welcome you into the Boy Scouts of America. The program delivered by myself, the Assistant Scoutmasters, the Troop Committee, and the youth themselves is time proven to train boys in outdoor skills and leadership. The Boy Scouts of America is a youth run program. Each Scout's participation in the program will encourage their personal growth and allow them to develop a wide variety of life skills that they will use for the rest of their life.

Each boy and his parents are encouraged to dedicate themselves to the ideals of Boy Scouting, and to advance along the trail to Eagle Scout – the highest rank in the Scouting program. The trail is difficult, but the personal rewards are well worth the effort, and last a lifetime.

This Troop Handbook has been written in an effort to explain the Scouting program, and to detail the BSA and Troop specific policies and procedures that have been implemented to allow each young Scout the opportunity to excel. Each Scout and parent or guardian is encouraged to read this manual from cover to cover to fully understand what our expectations are of you, and what you can expect from the Troop Leadership and the Boy Scouting program. Should you have any questions, please don't hesitate to ask them.

On behalf of Troop 316, I wish you good luck and good Scouting!

*Rick Bunnell*

Rick Bunnell  
Scoutmaster – Troop 316  
Boy Scouts of America

## INTRODUCTION

The purpose of this handbook is to provide you with the information you need to take full advantage of the Boy Scouting program offered by Troop 316. It will provide you with the Aims and Methods of the Scouting program, and details out what you can expect of the Troop, and what we can expect from you as a Scout. We hope you will find this handbook useful enough to refer to it from time to time. If something of interest to you is not covered in this handbook, please contact one of the Uniformed Adult Leaders at your convenience.

Boy Scouting works toward three aims. One is growth in *moral strength and character*. We may define this as what the boy is himself: his personal qualities, his values, his outlook.

A second aim is *participating citizenship*. Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society he lives in, to the government that presides over that society.

A third aim of Boy Scouting is *development of physical & mental fitness, self-reliance and maturity*. Fitness includes the body (well-toned and emotional fitness), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

The methods of Boy Scouting are designed to accomplish these aims. Thus it is important that the Troop know and use the methods of Boy Scouting. Other methods are good, but they may bring different results – results quite different than we are seeking. The methods of Boy Scouting are time proven. They work in most situations for all types of boys.

## METHODS

**Ideals** – The ideals of Scouting are spelled out in the Scout Oath, Law, motto, and slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them he has some control over what he becomes. **“Show Scout spirit,” a requirement for each rank advancement, means living up to these ideals.** No Scout or Adult is perfect, but we all expect to give our best effort to meet the ideals of Scouting.

**Patrols** – The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. Scouts must live with the consequences of their decisions. This is how they will learn from their mistakes and grow as individuals and leaders. The patrol method allows Scouts to act in small groups where they easily can relate to each other. These small groups determine troop activities through their elected representatives. The founder of the Scouting program, Baden Powell, once said that “the Patrol Method isn't the best method...It's the ONLY method.”

**Outdoors** – Boy Scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose and are put into practice. Being close to nature helps Scouts gain an appreciation for God’s handiwork and mankind’s place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature’s resources.

**Advancement** – Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The Scout plans his advancement and, by participating in the troop program, progresses as he meets each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a boy grow in self-reliance and the ability to help others.

**Adult Association** – Boys learn from the example set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is encouraged at this stage of a young man’s development.

**Personal Growth** – As Scouts plan their activity and progress toward their goals, they experience personal growth. The “Good Turn” concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There probably is no device so successful in developing a basis for personal growth as the daily “Good Turn”.

The religious emblems program is also a large part of the personal growth method. Frequent conferences with his Scoutmaster help each Scout to determine his growth toward Scouting’s aims of reverence toward God and humility.

**Leadership Development** – Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership positions. Understanding the concepts of leadership helps a boy accept the leadership roles of others and guides him toward the citizenship aim of Scouting.

**Uniform** – The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout’s commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Scout activities, and provides a way for Scouts to wear the badges that show what they have accomplished.

As was mentioned above, the three objectives of the Boy Scout program are:

- 1. To develop character**
- 2. To develop citizenship**
- 3. To develop personal fitness**

In order to meet these objectives, the Troop provides a group of trained adult leaders and older Scouts, maintains a training program for all, provides some camping equipment for you to use, and maintains a year-round camping program.

As a Scout, you can also help make this program succeed. Come to troop meetings and outings, attend Patrol Leadership Council (PLC) planning sessions, advance in ranks, volunteer to become trained, improve your Scouting skills, learn how to use and maintain Troop equipment, participate in troop fund-raising activities, and as you get older, work to help the newer Scouts experience what you have experienced. **The entire Scouting program for Troop 316 is developed by the Scouts, reviewed for adherence to BSA policy by the Uniformed Adult Leadership, and approved & funded by the Troop Committee.**

The family plays a critical role in the development, advancement, and success of each Scout. It is through their encouragement and through the participation of the family as a whole that the boys stay enthusiastic and motivated in the Scouting program. As a parent, **YOUR participation in the Scouting program is strongly encouraged and appreciated by both the other boys and the adult leadership.** It has been shown that the most involved and successful Boy Scouts come from families which have active involvement in their Troop's programs.

- Be a Uniformed Adult Leader
- Be a Committee member
- Attend Courts of Honor
- Keep up-to-date with the information provided by the Troop leadership
- Attend at least one Troop outing per year
- Volunteer to transport Scouts or equipment
- Volunteer to drive Scouts during the Scouting for Food and Luminaria distribution activities
- Encourage your son to participate and advance
- Participate in "Scout Sunday" activities
- Ask questions!!! Be "**in-the-know**".

The information in this handbook is designed to meet the needs of all levels of Troop participation in the Scouting program. It reflects the concepts and ideals of the Boy Scouts of America program as well as policies specific to Troop 316. It is not intended to replace any BSA procedures or regulations.

All Troop guidelines, policies, and programs are subject to change at the discretion of the Scoutmasters and the PLC, with approval by the Troop committee.

If you or your son have any questions or concerns regarding the information contained in this handbook, the Boy Scout Handbook, or Scouting in general, please feel free to contact the Scoutmaster or any of the Adult Leadership to discuss the matter. **We promote and highly encourage parental involvement.**

**THE BOY SCOUTS OF AMERICA PREDICT THAT FOR EVERY 100 BOYS WHO JOIN A BOY SCOUT TROOP:**

- Twelve will have their first contact with a church or synagogue
- Five will earn their religious emblem
- One will enter the clergy
- Eighteen will develop hobbies that will last through their adult life
- Eight will enter a career that was learned through the merit badge system
- One will use his Boy Scout skills to save a life
- One will use his Boy Scout skills to save his own life
- Seventeen will become Scouting volunteers
- Two will become Eagle Scouts

## PART ONE - "GETTING STARTED"

Congratulations on choosing Troop 316 for your Scouting experience. This section tells you what you need to know to get involved in our exciting program.

### 1.1 What you will receive from the Troop

1. Boy Scouts of America Application – this will need to be filled out completely and returned to the Scoutmaster on the first night of attendance
2. Troop 316's Handbook
3. Troop 316's most recent Troop Roster
4. Troop 316's Resource Sheet
5. Troop 316 Neckerchief
6. Troop 316 Class "B" T-Shirt
7. BSA Membership Card
8. Troop 316 Calendar of Events

When you join our Troop, you will receive monthly copies of *Boy's Life* magazine. If you do not receive this magazine within two months after you join, please contact the Scoutmaster, or one of the Assistant Scoutmasters to let them know.

Our Troop has adopted a Red neckerchief, with gold trim for official use. On the neckerchief is the troop emblem. As soon as you reach the rank of Scout (your first rank on the advancement trail), you will receive a neckerchief at no charge. If you lose it, you will have to purchase another one from the Troop, in addition to working two hours of service time with the Troop.

As you advance in rank, earn merit badges, or assume leadership positions, you will receive patches for those achievements free of charge. If you lose any patch, you will need to replace it yourself from either the Council Scout store in Raleigh. In addition to receiving the rank patch, your mother or guardian will receive a rank pin and red ribbon to commemorate the achievement, and to help motivate the Scout along the Trail to Eagle.

### 1.2 Dues

Weekly dues are collected by the Troop Scribe, and are currently \$.50 per week – **whether the Scout is present or not**. The dues help defray the costs of position patches, merit badges, and other paraphernalia, as well as annual Troop re-chartering fees, Boy's Life Subscriptions, and an Accident Insurance Policy required by the Boy Scouts of America. It also teaches each Scout the responsibilities associated with money.

### 1.3 Troop Meetings

Troop 316 meets every Tuesday night from 7pm until 8:30pm at Saint Andrew the Apostle Roman Catholic Church. The Troop is sponsored by the St. Andrew Men's Society. **The Troop is NOT a Roman Catholic or religion affiliated organization. It is open to ALL boys, regardless of their faith, the only**

**requirement being a belief in God.** If a meeting is not scheduled or the Troop is leaving for a weekend campout or other activity on a Friday night, an announcement will be made to the Troop several weeks prior. If a meeting must be cancelled due to some unforeseen circumstance such as severe inclement weather, the Troop or Patrol leadership will contact each Scout individually. Every Scout is expected to arrive to each meeting on-time and in full Class-A Uniform, unless notified otherwise. The definition of each class of uniform is defined in Section 1.5 of this handbook.

When you go to a weekly Troop meeting, you can expect it to be filled with scout-related activities. There often will be games that improve your Scouting know-how. Patrol demonstrations and contests between patrols will help you to learn new skills. There will be fun and good fellowship, too, and perhaps songs, games, and ceremonies.

#### 1.4 Attendance

All registered Scouts should attend all Troop meetings and outings in order to take full advantage of the Scouting program offered by the Troop. Any time that a Scout knows he will be absent from a Troop meeting, he is required to contact his Patrol Leader and inform him.

**When a Scout commits to attending a Troop or Patrol campout, outing, or activity and does not show up without contacting his Patrol Leader at least 48 hours in advance, they will still be responsible for any fees associated with that outing or activity. This is due to the fact that reservation fees and/or food must be purchased prior to these outings/activities, and last minute changes are often not possible.**

In addition to attending meetings and outings, Scouts are **REQUIRED** to help the Troop with the various fundraising and service projects such as **“Scouting for Food”** and **the “Holiday Luminaria”** Service Projects. They are also strongly encouraged to attend Summer Camp with the Troop.

#### 1.5 Scout Uniform

***“...putting on the uniform does not make a fellow a Scout, but putting on the uniform is a sign to the world that one has taken the Scout obligations, and people expect Scout-like acts from one wearing it.”***

**- Handbook for Boys, 3<sup>rd</sup> edition, 1927**

Like the Scout badge, the uniform is an emblem of Scouting. Old or new, wear your uniform proudly whenever you are taking part in Scouting activities. By dressing alike, Scouts show they are equals. Your uniform is also a sign to yourself and to others that you are a person who can be trusted and counted on to lend a hand when help is needed. A scout should ALWAYS wear a clean

uniform, and ensure that they are wearing it appropriately (i.e. no shirt hanging out, no non-scouting related apparel, etc.)

Dressed as a Scout, you will want to act as a Scout.

There are **two** classes of Scout Uniform that each Scout is required to own:

**CLASS "A" Uniform:** Long or Short BSA Scout pants  
BSA Scout Socks  
BSA Scout Belt  
Troop Neckerchief (provided by Troop 316)  
Neckerchief Slide (Scout's preference)  
BSA Scout long or short sleeve shirt  
Occoneechee Council Patch  
Number patches indicating "**316**"  
BSA Scout hat/Troop hat

**CLASS "B" Uniform:** Long or Short BSA Scout pants  
BSA Scout Socks  
BSA Scout Belt  
BSA Scout hat/Troop hat  
T-shirt bearing a Scouting related imprint (such as troop or camp logos)  
(other imprints or logos not associated with the Scouting program are unacceptable)

**The placement of patches is described on the inside cover of the Scout Handbook. Please be sure that patches and badges are securely sewn onto the uniform.**

### **WHERE TO BUY**

Although Scouts are encouraged to be in uniform, Troop 316 believes that the cost of clothing should not keep any youth from participating in the Scouting program. New Scouts are expected to immediately begin wearing at minimum, an official scout shirt. They are permitted to wear appropriate civilian pants. This is due to their fast growth rate at this age, and the high cost of uniform pants. However they **ARE** expected to be in full uniform prior to reaching the rank of First Class.

Some of the sources for obtaining Scout clothing are:

- Occoneechee Council Scout Shop on Atlantic Avenue in Raleigh (call 872-4884 for directions)
- Dan Beard District Uniform Exchange (usually in September)

- BSA Scout catalog (these are available by calling the Occoneechee Council Scout Shop or asking one of the adult leaders at the weekly meetings)
- Troop 316 “Uniform Closet” (available during Courts of Honor)
- Garage sales
- Family and friends
- Items available from older Scouts (outgrown clothing)

As Scouts grow, uniforms become available. If for any reason a family is unable to purchase a Scout Uniform, Scout Handbook, or any other gear required for advancement or outings, please have one of the parents or guardian contact the Scoutmaster or Committee Chair for help. The Troop Leadership will **always** find a way to properly outfit an eager Scout. No scout should be denied the great experience of scouting as a result of need.

#### **What Uniform to Wear –**

There are two primary classes of Scout Uniform as mentioned earlier in this section – **Class ‘A’ and Class ‘B’**.

The **Class ‘A’ uniform** is worn at formal activities such as Courts of Honor, community meetings, Scoutmaster Conferences, Boards of Review, Parades, the Scout Expo, etc. It is also worn while traveling on troop outings, to and from camping trips (unless advised otherwise), during all troop meetings during the school year, or whenever visible to the public or to other troops, and during certain times of the day during Summer Camp.

The **Class ‘B’ uniform** is worn at troop meetings during summer vacation, at the campsite during camping trips and outings, and other times designated by the Senior Patrol Leader or Scoutmaster.

#### **1.6 Scout Handbook**

**Upon entering Troop 316, each Scout will receive a copy of the Boy Scout Handbook.** The Boy Scout Handbook is the roadmap to your Scouting Adventure. It provides expert instruction in Scouting and Outdoor skills, as well as giving you step-by-step information on how to advance to the rank of Eagle Scout. They will need to bring the Scout Handbook to **ALL** Troop meetings, to **ALL** outings, to all Scoutmaster Conferences, and to all Boards of Review so that it can be used as a reference for information needed, and so that advancement can be recorded in it. **THE SCOUT SHOULD WRITE HIS NAME IN THE BOOK.**

It is also advisable to place a clear cover over it, or keep it in a waterproof pouch to protect it from severe weather. It will get tattered and torn, but it will remain a wonderful tool to help you get the most from the magic of Scouting.

Pencil and paper are also important to bring to each meeting and outing in the event information is given and notes are necessary. Personal experience shows

that small, pocket-size spiral notebooks work well and are not easily lost by Scouts.

## 1.7 Personal Camping Gear

**IF YOU ARE A NEW SCOUT, PLEASE DO NOT RUSH OUT AND PURCHASE A LOT OF EXPENSIVE CAMPING EQUIPMENT!** We know that you are excited at the prospects of camping and experiencing the great outdoors, but before you spend a lot of money on equipment you may not need or find out you don't like, ask other parents, Scoutmasters, or Scouts what they use or recommend. Rent or borrow equipment at first, and try out various types or brands. There are local stores that rent out virtually every piece of camping equipment available, at reasonable prices. A list of these stores will be provided later. Before you buy, shop around at different stores to determine what best suits your needs and taste.

### What to buy

The Boy Scout Handbook lists equipment needs on pages 224-227 (eleventh edition, 1998). A suggested list of major gear is the following:

- Drinking cup
- Knife, fork, & spoon
- Sleeping bag (one that is rated to about 30 degrees F.)
- Sleeping pad
- Hiking boots
- Backpack with padded shoulder straps & hip belt
- Pocketknife (BSA approved, to be used **ONLY** after earning their Totin' Chip)  
NOTE: Bowie, sheath, razor, or straight blade knives are **NOT** permitted by BSA and will be confiscated)
- Personal First Aid Kit
- Insect Repellant
- Canteen or water bottle
- Flashlight & extra batteries
- Matches or fire-starters
- Compass

A backpack with an "external" frame (one in which the supporting tubing is visible) is less expensive than a pack with an "internal" frame (with hidden support). Ask around, rent and borrow before finally spending your money on a new pack. Make sure that your backpack properly fits. The weight should be carried on the hips rather than on the shoulders. Ask any knowledgeable store representative to help you fit and adjust your pack. While fitting the pack, be sure to use some kind of weight inside.

### Where to rent and buy

A few of the more helpful sporting goods stores are:

- *Great Outdoor Provision Company*  
Crabtree Valley Mall & Cameron Village

- *REI*  
Crossroads Plaza in Cary  
Southpoint Plaza in Durham
- *Wild Bill's*  
Ridgewood Shopping Center on Wade Ave/Ridge Road in Raleigh
- *Jumbo Sports*  
Highway 70 North, near the airport
- Other stores which carry camping equipment include:
 

<i>K-Mart</i>	<i>Wal-Mart</i>
<i>Sam's Club</i>	<i>Sears</i>

In general, equipment from these discount stores costs less and may not be as high in quality; however it should be adequate for normal Scouting activities.

In addition to these stores, many catalog companies offer reasonable prices on outdoor gear including Sierra, L.L. Bean, Lands End, and CampMor. If you would like to borrow one of these catalogs, please ask one of the adult leaders, or go on-line – each has a website.

## 1.8 Restricted Items

Scouts are not permitted to bring the following items:

1. Axes and Saws – these items will be provided by the Troop
2. A pocket knife **cannot** be used until the Scout has earned his Totin' Chip card, and has proven his knowledge of the care and safety of this knife.
3. Scouts are encouraged to leave electronic items (i.e. Walkman and Video Games) at home. If an electronic item is found to be annoying to other Scouts or the Adult Leadership, it will be confiscated and returned at the end of the outing/activity/meeting.
4. Alcohol, Illegal Drugs, or Tobacco products
5. Use of foul language
6. Firearms
7. Fireworks or any type

**\*\*SHOULD ANY SCOUT BE FOUND NOT ADHERING TO ANY OF THESE PROHIBITIONS, THEY MAY BE ASKED TO LEAVE THE OUTING/ACTIVITY AND THEIR PARENTS WILL BE SUMMONED TO PICK THEM UP. Additional details on restricted items and personal conduct are detailed in Section 4.1**

## PART TWO - TROOP OPERATIONS AND POLICIES

### 2.1 Parental Participation

Parents are an integral part of a boy's growth. As such, it is necessary for parents to be "around", and participate in their child's growth. This is a very important aspect of Scouting. As a parent of a Scout in Troop 316, you have some obligations to the Troop as well. We strongly encourage you to attend the Courts of Honor, as these quarterly meetings are the time when we recognize our Scout's efforts, and is a time when the Scout himself can beam with pride from his accomplishments. At least one parent should **expect** to be active as an Adult Leader or Committee Member. There are plenty of Troop jobs that can utilize your expertise – whatever it might be. We all have busy schedules, but we can **ALL** find time to share with our sons.

Another way you can help is to go on a Troop outing with your son. Experience the outdoor program first-hand and see your son in action. We encourage parents to participate in our outdoor program and highly recommend that at least one of you attend one or more outings a year. Moms and dads are invited to attend. If parents choose not to participate in camping activities, the annual council-wide Mall Expo is an excellent way to participate in Troop activities.

A troop of our size and caliber cannot function successfully without the parent's help. Please keep in mind the importance of helping in any way possible when you complete the forms in the New Scout Packet, and please donate your time generously.

### 2.2 Fund Raising Activities

Although the Scouts collect weekly dues, this money is only a very small portion of what is required to run a troop during the year. Awards, patches, neckerchiefs, outdoor equipment, and repairs, are all required to support the minimal program requirements of the troop. Troop 316 receives no financial support from our sponsor, the Council, or any external organization. If you know of anyone wanting to find an excellent tax deduction, donations are always gratefully accepted. Donations **MUST** be made out to St. Andrew's Men's Society, and a letter stating that the funds are to be assigned to Troop 316. Troop 316 is not considered a legal entity, and can therefore not accept donations directly.

Many companies will provide matching contributions to the Troop, Council, or BSA, or will contribute funding or equipment based upon Troop or Employee community service activity time. Please check with your company for their internal policies regarding this possible source of additional funding.

During the month of December, Troop 316 participates in the Council-wide Holiday Luminaria service project, by distributing kits containing paper bags, sand, candles, and instructions. Homeowners use the kits to provide decorative lighting of their streetfronts, driveways, and sidewalks on Christmas Eve. This activity is one of our major fundraising projects during the year. In addition, the

Troop also participates in the BSA supported Popcorn drive each year, although proceeds from this are somewhat less than those received from Christmas Luminaria.

Our troop budget for the year depends largely on how well we do during the Luminaria and Popcorn distribution projects. **Each Scout is required to participate in Popcorn sales AND at least one weekend of luminary distribution.** The Troop Committee coordinates this project and requires the assistance of parent volunteer drivers. **It is each Scout parent's obligation to help with this distribution in some way.**

### 2.3 Troop Newsletter

Troop 316 is looking for a newsletter editor. A Troop Newsletter should normally be written by Scouts, and published by a committee member(s). It documents advancement, outings, and personal information of interest to each of the Scouts and their families. Literary contributions are always welcomed. Typically, a Troop Newsletter is published monthly, or quarterly. Should any parent or committee member be so inclined to volunteer for this very important communication function, all they need to do is contact the Scoutmaster or Troop Committee Chairperson.

### 2.4 Troop Calendar

Our troop is youth led, and adult supervised. At the first of the year, the Troop youth leadership (PLC) compiles and publishes a twelve-month calendar of outings, events, and themes. After it is completed, the calendar is reviewed by the adult leadership to ensure that all of the events and activities can be supported, and then it is submitted to the Troop Committee for it's approved. Once approved, the calendar becomes the primary activity scheduling document for the Troop. This calendar of events is to notify you in advance of Scouting dates so you can participate in as many as possible. Please use the calendar to plan your family activities and avoid conflicts with Troop activities.

**The** Troop calendar is sometimes amended during the year by the PLC to accommodate unexpected activities.

### 2.5 Courts of Honor

The Court of Honor is similar to Cub Pack Meetings. It is a time of celebration and recognition; a time when we as families participate in expressing pride in our Scouts' accomplishments. Once each quarter, our Scouts receive acknowledgement for their efforts and hard work. **All Scouts, parents, families, and friends are STRONGLY encouraged to attend this meeting, even if your Scout is not earning an award.** Court of Honor dates are published in the Annual Troop Calendar, and will also be announced several weeks in advance. Each year, typically in August, our troop sponsors a "Covered Dish Court of Honor". Each family contributes by bring their favorite food to share with the rest of the troop families.

## 2.6 Camping Trips and Outings

Troop 316 maintains an active year-round outdoor program. At least one Troop outing is scheduled for every month of the year. All of the outings consist of one or two nights out and have an agenda including some type of advancement instruction. Every effort is made to provide a safe, challenging, and educational outing for the Scout. On some outings, the older Scouts and the younger Scouts will participate in separate activities, suitable to their age and skill level.

During weekend outings, Scouts are required to cook meals using the Patrol method. To prepare for the weekend, the responsibility of purchasing Patrol food will be rotated to each Scout. Money collected from each patrol member will be collected by the Patrol Leader on the evening that the Troop is leaving for the outing. A grocery receipt is required for reimbursement. **Most local grocery stores will provide a \$10 reimbursement against the purchases at the Courtesy Counter, but require a "Letter of Request" on Troop letterhead. Please ask one of the Assistant Scoutmasters or Troop Treasurer for a copy of this letter prior to shopping.**

At least one week prior to the weekend outing, a Troop Permission Slip will be provided to each Scout, usually via email. The Permission slip provides detail as to where the Troop is going, which Adult Leader is in charge, the cost to each Scout (for food and transportation), departure/return times, and emergency contact information. **A Scout will NOT be permitted to participate in an activity or outing without a SIGNED permission slip.**

All money for the trip is due on the night of departure, and must be submitted to the Patrol Leader, who when all monies have been collected, will pass it on to the Troop Scribe, or his designee. The amount due should be in cash, or in a personal check made out to "BSA Troop 316".

**Every Scout should have the ability to attend Troop Outings, regardless of their ability to pay. If a Scout is unable to afford the costs for the outing, their parents may contact the Scoutmaster or Troop Committee Chairperson to make alternate arrangements.**

It is just as important for each Scout to be on-time to assemble with the Troop, as it is to be picked up on time to go home. Each Scout is expected to help load the vehicles prior to departure, as well to help unload the vehicles, put away equipment, and clean up after each outing, and he may NOT leave until excused by the Senior Patrol Leader or his designee. Scoutmasters are NOT babysitters. Parents **MUST** be on-time to pick their boys up on the return date of every outing.

## 2.7 Transportation During Troop Outings

Transportation on Troop outings is the primary responsibility of the parents and the Troop Committee. Adult Leaders attending these outings will extend assistance, but are not responsible for ensuring sufficient transportation to/from

outings. Occasionally parents will need to help with transportation to and from a given activity. The Troop Committee will have the responsibility to ask parents to drive. If you are called, please make every effort to help. Normally, weekend outing distances average approximately a one hour drive. If parents wish to remain at camp, and participate in activities and enjoy the fellowship of other adults, they are more than welcomed and encouraged to participate in the weekend's activities. In addition, adults are WELL FED!

Travel dress to and from an outing **requires** the use of a Class "A" uniform unless deemed otherwise by the adult leader in charge.

## 2.8 Contacting a Scout During an Outing

A Scout should be contacted during an outing ONLY in the event of an emergency. Contact by a parent may disturb other Scouts and may also upset the Scout contacted. If you need to make contact, mobile phone numbers will be listed on the outing's permission slip. If a parent is unable to get through to one of the mobile numbers, they should contact the Committee Chair for assistance, however, on some trips, contact may be quite difficult, if not impossible due to the troop being remote.

## 2.9 Local Tour Permits

For every Troop outing that the Troop makes, the Adult Leadership is responsible for filing a Local Tour Permit with the Occoneechee Council. There are separate permits for trips under 500 miles and over 500 miles. Adult Leadership will be responsible for obtaining these permits and the proper authorization from the Occoneechee Council office in Raleigh.

Each permit must be completed in its entirety, obtaining signature from both the Tour Leader and a member of the Troop Committee. It must then be sent to the Council office in Raleigh, or faxed to 919-878-5563, at least two weeks prior to a scheduled outing in order for the Council office staff to have sufficient time to send back their confirmation. *If less than two weeks are available, the permit must be hand carried to the Council office, and an approval must be received in-person.*

## 2.10 Camp Durant/Camp Reeves/Camp Campbell Reservation Form

If the Troop wishes to plan a camping trip to the Occoneechee Scout Reservations of Camp Durant, Camp Reeves in Carthage, NC, or Camp Campbell on Kerr Lake, the "**Occoneechee Scout Reservation BSA Reservation Form**" must be filled out completely and submitted to the Council Office in Raleigh not less than 14 days prior to the planned activity. **This reservation is IN ADDITION TO the Local Tour Permit which must also be filed with the Council Office.** All reservations are on a "first come, first served" basis. The Camp Ranger will confirm the reservation at least seven (7) days in advance of the planned activity.

**One Leader from the Troop MUST check in and out with the Camp Ranger or Campmaster upon arrival and departure.**

A copy of the **“Occoneechee Scout Reservation BSA Reservation Form”** is included at in the appendix of this Troop Handbook, as well as the **“Policies for use of Camping Facilities and Equipment – Occoneechee Council.**

### **2.11 Scout Medical Evaluations**

Each Scout and Adult Scouter is required by the Boy Scouts of America to complete a **Personal Health and Medical Record – Class 1 and Class 2.**

The *Class 1 Personal Health and Medical History* (form #34414) is to be updated annually for all participants in the Scouting program. It is used primarily for day camps, overnight hikes, and other programs not exceeding 72 hours in duration, with levels of activity similar to that of home or school; when Medical care is readily available; that the parents attest to accuracy of the current personal health and medical history as is detailed in the Class 2 form. This form will be filled out by all participants and will be kept on file by the Scoutmaster, brought to all Troop functions, and be utilized in the event of a medical emergency with that Scout.

The *Class 2 Medical Evaluation* is to be filled out by a licensed Health Care Practitioner. This is used when the Scout or Scouter will be attending one or more weeks of camp that may include sleeping on the ground and participating in strenuous activities such as hiking, boating, and vigorous group games. In addition, this medical evaluation (physical exam) is required if the Scout or Scouter is currently under medical care, takes a prescribed medication, requires a medically prescribed diet, has had an injury or illness during the past 6 months that limited activity for a week or more, has ever lost consciousness during physical activity, or has suffered a concussion from a head injury. A Class 2 Medical Evaluation must be completed and submitted to the Scoutmaster every 36 months. If the Scout has had a personal physical within the last 36 months, a copy can be attached to this form, and another physical will not be required until the expiration of the 36<sup>th</sup> month following the date of that physical.

**THIS FORM IS NOT TO BE USED BY ADULTS OVER 40, BY HIGH-ADVENTURE PARTICIPANTS (use form #34412), OR FOR A NATIONAL SCOUT JAMBOREE (use form #NSJ-34412-97).** Ask the Scoutmaster for these additional forms.

### **2.12 Prescription Drugs**

Medications are a parental responsibility. If a Scout requires prescription medications during a meeting, outing, or summer camp, a parent needs to inform the Scoutmaster when signing up for the outing so he may insure the Scout receives the proper dosages. It is each adult leader’s decision whether or not to accept this responsibility. All prescription medications **MUST** be in their original containers with dosage information documented on the outside of the container

by the pharmacist. Written parental permission is required for adult leaders to administer any medication – prescription or non-prescription.

### 2.13 Patrol Equipment

One of the aims of Scouting is to help Scouts develop a sense of responsibility. An important part of being responsible is learning how to account, care for, and maintain equipment. To promote this learning, our Troop distributes gear to each patrol, with the understanding that the patrol is responsible for **replacing or repairing** any equipment that is lost or damaged due to other than normal wear and tear. The equipment that the Troop purchases for its use is expensive. To the extent possible, specific Scouts within a Patrol who are responsible for damage will be solely responsible for any replacement or repair.

A patrol equipment box is provided for the storage of each patrol's gear on camping trips. Patrol boxes are normally stored in the troop trailer or storage shed. The storage box is not large enough to hold the patrol's food, and it cannot contain all of the needed gear. However, it will contain most of what is needed.

The Troop supplies the following items for each patrol:

- Bow Saw
- Patrol Cook Pot Kit
- Patrol Cooking Utensil Kit
- Hot Pot Tongs
- 2 Oven Mitts/Pot Holders
- Two-burner Propane Stove
- 3 gallon plastic water jug
- Plastic Canopy with necessary poles and ropes

Each patrol must supply the following items from the food money it collects:

- Food
- Plastic trash bags
- Paper towels
- Steel Wool or "Scrubie" pads
- Liquid Dishwashing Detergent
- Dish Rag
- Salt & Pepper
- Sugar
- Matches
- Fire Starters (can be made by each patrol)
- Aluminum Foil
- Replacement items for Patrol First Aid Kit

**Each Scout is responsible for bringing a filled canteen or water bottle, a mess kit (a plastic plate and/or bowl will suffice), eating utensils, and a cup TO EVERY CAMPOUT unless instructed otherwise.**

## 2.14 Troop Gear

In addition to Patrol Gear, the Troop will provide the following gear:

- Propane Lanterns
- Axes and hatchets
- Dutch Ovens
- Shovels
- Troop First Aid Kit
- Five Gallon water jugs
- Dining Tarp

## 2.15 Summer Camp

Troop 316 attends Boy Scout Summer Camp each year, and the location is chosen during the Annual Planning session. Summer Camp offers excellent opportunities to achieve rank advancement and to earn merit badges. We strongly encourage the Scouts to participate.

Although Camp Durant is the official Occoneechee Council camp, Troop 316 has on several occasions, opted to attend camp outside of our Council's jurisdiction, typically for older and more advanced scouts. This is at the discretion of the Scouts and their Youth Leadership, and the availability of Adult Leadership to take the extended time off from work.

Summer camp lasts one week (typically Sunday through Saturday). Generally the cost is approximately \$125-200 per Scout (depending upon the camp and distance away). Camps usually offer Wednesday and/or Friday family campfires. **For those first time campers, parents are usually a welcomed sight, HOWEVER, occasionally home-sick scouts will request to leave with their parents – this SHOULD be discouraged by all parents.** Discussions on Summer Camp will usually begin in mid-Spring, and continue until the scheduled departure date. In addition, deposits and periodic payments will be due prior to summer camp departure.

In addition, during some years, the boys have requested two weeks at summer camp. These requests have resulted in the Troop making early reservations at two separate summer camp locations. This is again at the discretion of the Scouts and their Youth Leadership, and the availability of Adult Leadership to take the extended time off from work.

Interested Scouts can also attend summer camp without Troop 316, by signing up for camp and attaching themselves to a provisional troop led by adult leaders provided by Occoneechee Council. If a Scout is interested in this option, they must discuss this with the Scoutmaster.

First year Scouts benefit from a summer camp program called “**Trailblazer**”, which avails them to a specialized advancement skills program. Scouts who attend a summer camp usually progress further and remain in the Scouting program longer than those who do not. Therefore, it is highly recommended that all boys attend summer camp at least once each year.

## PART THREE - TROOP PROGRAM

No Patrol stands alone. Together, all of the patrols make up a Troop. Scout Troops have the size and leadership to take on projects and adventures larger than those that can be done by a single patrol. Each Scout helps to keep the Troop exciting and lively by coming to meetings on-time and by joining in every activity with cheerful enthusiasm. The more of yourself that you give to Scouting, the more Scouting will give back to you.

### PATROL ORGANIZATION

#### 3.1 Patrol Organization

One of the unique features of Scouting is that Activities are organized in patrols. A patrol is a group of Scouts who work as a team, each pulling his own weight, to accomplish a task. In addition, Scouts are placed in different kinds of patrols according to their rank and age. If you are less than First Class and less than 13 years old, you enter a New Scout patrol. If you are First Class or at least 13 years old, you enter one of the more experienced patrols.

#### 3.2 Patrols for New Scouts

New Scout Patrols are specially designed for younger Scouts who are still working on Tenderfoot, Second Class, or First Class rank. Having only younger Scouts in a patrol allows all of the Scouts to work on similar requirements and helps them to spur each other on to advance.

One of the special characteristics of a New Scout Patrol is that the Patrol Leader is elected for only two months. Also, no Scout can be Patrol Leader twice until all of the other Scouts in the patrol have had a chance to be the Patrol Leader. In addition, before a Scout can assume the responsibilities of Patrol Leader, he must have been a part of that Patrol for at least two months. Another special characteristic of this Patrol is that an older Scout, in a position called Troop Guide, helps the Patrol Leader learn how to lead and helps the Scouts to advance. A third characteristic of the New Scout Patrol is that an Assistant Scoutmaster serves as the Patrol Advisor and works closely with the Patrol Leader and Troop Guide to help Scouts progress in leadership, Scout skills, and advancement.

#### 3.3 Patrols for Older Scouts

When a Scout achieves First Class or becomes 13 years old, he moves up to one of the more experienced patrols. These patrols have no Troop Guide, the Patrol Leader serves for a six-month term, and the adult advisor takes a more indirect role.

#### 3.4 Youth Leadership

The Troop is run by the Youth Leadership. The adults in the program are there to provide guidance to the boys, and to ensure that the program that the boys develop is safe and within the guidelines set by the Boy Scouts of America.

There are several layers of Youth Leadership with include:

1) **Junior Assistant Scoutmaster (JASM)**

The highest **appointed** youth position is the Junior Assistant Scoutmaster. He reports directly to the Scoutmaster and has whatever duties the Scoutmaster assigns to him. He must be at least 16 years of age.

2) **Senior Patrol Leader (SPL)**

The highest **elected** youth leadership position is that of the Senior Patrol Leader. The SPL runs the Troop meetings and is in charge of the Troop Policy Making group, the Patrol Leadership Council (PLC). He must be at least First Class in rank, and must have served for six months as an Assistant Senior Patrol Leader (ASPL), Troop Guide, or a Patrol Leader of an experienced patrol. He is elected by the Patrol Leader's Council (PLC), and serves for a one year term.

3) **Assistant Senior Patrol Leader (ASPL)**

The second highest appointed youth position is the Assistant Senior Patrol Leader, which is appointed by the Senior Patrol Leader. The ASPL is in charge of other youth positions at the Troop level (rather than at the Patrol level). These positions include the Troop Scribe (the Scout who keeps track of records for the Troop), Troop Quartermaster (the Scout who keeps track of equipment for the Troop), Troop Historian (the Scout who photographs and records troop activities), Troop Librarian (the Scout who keeps track of Merit Badge pamphlets, and documents troop activities), and Troop Guide (who advises the New Scout Patrol and helps them function as a patrol and encourages each Scout's advancement). The ASPL must have the same qualifications for office as the Senior Patrol Leader. He is appointed by the Senior Patrol Leader and serves for the same one year term.

4) **Patrol Leader**

A Patrol Leader of an experienced patrol must be at least First Class, while the Patrol Leader of a New Scout Patrol must never have served as Patrol Leader before (unless everyone else who is eligible has also served).

For all the youth leaders discussed above (Senior Patrol Leader, Assistant Senior Patrol Leader, Troop-level appointees, Patrol Leaders, and Troop Guides), rank or position requirements may be waived if no available Scouts can meet those requirements. Also, these leaders must meet two additional requirements:

- 1) Before assuming office, they must be approved by the Scoutmaster
- 2) To continue in office, they must attend 50% of all Troop meetings, activities, and Patrol Leaders Council meetings during their term of office; every two months their adult advisor will review their participation with them.

### 3.5 Patrol Leaders Council

The Patrol Leaders Council (called the PLC) is run by the Senior Patrol Leader, who may vote only in the case of a tie. Members of the Council include the Assistant Senior Patrol Leader, all of the Patrol Leaders, and the Troop Guides. The Scribe takes meeting minutes, but is not eligible to vote. The Patrol Leaders Council decides what will be done during the Troop Meetings and during outings, and also decides some Troop policies (with review by Scoutmasters and Troop Committee). Patrol Leaders are required to make sure that their Patrol is represented at each PLC meeting, if they are unable to attend personally. If a Patrol is not represented at a meeting, the Patrol Leader will be warned by his advisor; if the Patrol is still not represented at the next PLC meeting, the Patrol Leader will be replaced by the Assistant Patrol Leader.

For more detailed descriptions of each position mentioned above, see the *Junior Leader's Handbook*. When a Scout becomes a leader for the first time, he will receive a copy of this book when he takes office.

### 3.6 Patrol Leadership

Patrols contain other youth leaders, who are appointed by the Patrol Leader. The Assistant Patrol Leader must be First Class unless no First Class Scout is available. He is in charge of the other leaders appointed by the Patrol Leader, and he fills in if the Patrol Leader is absent at Troop meetings, outings, or PLC meetings. A second appointee is the Patrol Scribe, who is responsible for recording decisions made within the Patrol. A third appointee is the Patrol Quartermaster, who keeps track of Patrol equipment, and arranges for whatever equipment is necessary for Troop or Patrol outings. The Patrol Quartermaster is also responsible for reporting damaged or missing Patrol equipment to the Troop Quartermaster.

### 3.7 Leadership Training

Leadership is a learned skill. No one is born with the ability to successfully lead. All Troop youth and adult leaders will be availed the opportunity to attend Troop level, District level, Occoneechee Council level, or BSA national level training activities. All leaders are expected to attend these training sessions offered for them by the Troop. Wherever possible and if Troop funds permit, some or all of the training costs will be absorbed by the Troop. **Training costs being borne by the Troop must be pre-approved by the Scoutmaster and Troop Committee Chairperson.**

## ADVANCEMENT

### 3.8 The Trail to Eagle

Once you start in the Scouting program, you are eligible to work on a Scout rank (the ranks of Scout through Eagle, with palms) and on merit badges, until you are

eighteen years old. The requirements for each rank and for the merit badges that are required for Eagle are listed in your Scout Handbook.

The requirements for all ranks, merit badges, and other recognition, are revised every two years and are published in "**Boy Scout Requirements**". This book is published in August of odd-numbered years. The Scoutmasters have copies of the book. You may also want to purchase your own copy.

Not everyone in the Troop can sign off requirements for you. Only the uniformed adult leadership can sign off requirements against advancement. However, under certain circumstances and under the guidance of the uniformed adult leadership, youth leaders including the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, or patrol Leader (except the Patrol Leader of a New Scout Patrol) can review and sign-off requirements of the ranks of Scout through First Class. When all of the requirements for a specific rank have been completed, present your book to a Scoutmaster so that he can schedule a Scoutmaster Conference, and you can be scheduled for your Board of Review.

### 3.9 Scouting Spirit

**In each of the ranks from Tenderfoot through Eagle, "*Showing Scout Spirit*," is a requirement for advancement. It means living up to the ideals of the Scout Oath and Scout Law. If a Scout has not been living up to these ideals, or if he has received repeated disciplinary action, his advancement may be delayed due to their not displaying appropriate "Scout Spirit". This decision is to be made during the Scoutmaster Conference required for advancement. Should a Scout believe that he is being denied advancement due to a lack of "Scout Spirit", he can request a conference with the Troop Committee (a minimum of 3 committee members, NOT including the parent of the youth making this request) to review the situation. The decision of the Troop Committee will be final.**

### 3.10 Scoutmaster Conference

A Scout must have a Scoutmaster Conference with the Troop Scoutmaster, or one of the Assistant Scoutmasters as designated by the Scoutmaster, before he can advance to the next rank. This must be completed before a Board of Review. A Scout must be in full Class 'A' uniform, and must bring his Scout Handbook to the conference.

The Scoutmaster will discuss a boy's Scouting experience and other interests, and will review the rank requirements checklist in the boy's Scout Handbook to ensure that all requirements have been completed for the next rank. He may also ask questions related to those requirements to make sure that the Scout has all of the necessary knowledge and skills in preparation for the Board of Review. The Scoutmaster will also discuss the requirements for the rank after this one and will help to set goals for reaching that rank.

### 3.11 Board of Review

The Board of Review consists of at least three (3) members of the Troop Committee. The Troop Committee schedules a Board of Review at least once each month (but can be accomplished whenever 3 or more registered committee members are available at the request of the Scoutmaster).

The Troop Committee requires that every Scout requesting a Board of Review be in Class 'A' uniform and have their Scout Handbook with them in order to appear at the Board. **Scouts not in Class 'A' uniform or without their Scout Handbooks will not be permitted to appear until the subsequent board of review is scheduled, and thus rank advancement may be delayed.**

If the rank a Scout is working toward requires a specific amount of time prior to reaching that rank, then that time period begins from the time the Scout passed the Board of Review for the previous rank. A minimum of one month will be required between each rank, or the designated amount of time as defined by the Boy Scouts of America.

### 3.12 Merit Badges

All Scouts can earn merit badges. To begin work on a merit badge, contact the Scoutmaster or his Assistants so that you can be issued a Merit Badge Application (blue card) and the name of a registered Merit Badge counselor for this badge. The Scoutmaster or Assistant will fill out part of the application card and hand it to you.

The Scout should FIRST read the merit badge pamphlet in its entirety and set up a meeting with the merit badge counselor to review the requirements for the merit badge. When you meet with the counselor, you should be sure to have the merit badge blue card and the pamphlet for that merit badge with you. When you feel you have completed the requirements for the merit badge, you need to schedule a meeting with the counselor to review your completed work. The Class "A" uniform will be worn to all meetings with the merit badge counselor unless an activity requires other attire, or a Scout is attending summer camp.

Although all merit badge counselors are registered with the Boy Scouts of America and undergo a background investigation, Scouts wishing to earn a specific merit badge are required to "buddy up" with another Scout to protect themselves, and the merit badge counselor. A situation should never be encountered where there is only one boy and one adult.

The counselor oversees or reviews your work on the merit badge and decides when you have completed the requirements. When you have earned the merit badge, the counselor will sign the application card. Return this card to your Scoutmaster.

It is highly recommended that the scout complete his requirements for a merit badge within one year of starting. Your merit badge counselor has the final

decision on whether to accept your work if you take longer than this, to re-test you, or to require that you re-do the requirements in question.

### 3.12.1 Troop Library

Troop 316 maintains an extensive library of merit badge pamphlets, cookbooks, survival manuals, and other outdoor related books that are available to each of the Scouts and Scouters. The vast majority of these materials are owned by the Adult Leaders, but are available for the asking. To borrow one, please see the Troop Librarian.

### 3.13 Totin' Chip

Safety is ALWAYS first and foremost in every Scouting activity. As noted in the *Troop Guidelines* section, each Scout will need to earn and carry a Totin' Chip card in order to carry or use a pocket knife, saw, hatchet, or ax while on a Troop activity. The requirements for earning a Totin' Chip are the same as for requirement 2c for the rank of Second Class.

For minor violations of the Totin' Chip safety rules you may have a corner of your card cut off. If you lose all four corners you will lose your card. You can also lose your card for a major violation of the safety rules. If you lose your card by accident, you will need to ask for a replacement. If you lose your card to repeated violations or a serious violation, you will need to attend a Totin'Chip training class and re-qualify.

### 3.14 Firem'n Chit

As with the Totin' Chip, safety is ALWAYS first and foremost in every Scouting activity. The owner of a Firem'n Chit has demonstrated knowledge of safety rules in building, maintaining, and putting out camp and cooking fires.

### 3.15 Service Projects

Troop 316 participates in many service activities during the calendar year. Each Scout is expected to participate in a minimum of twenty (20) hours of service during the year. **Each Scout should cheerfully commit as much of their time in the help of others as is feasible, and should do this without the expectation of being paid or rewarded for their efforts.** The ranks of Star Scout, Life Scout, and Eagle Scout require that these Scouts take part in approved service projects. Any work that a Scout does as part of his school, religious, or community activities that is not normally expected of him qualifies as meaningful service. Participating in *Scouting for Food* and *Christmas Luminaria* distribution counts toward participation in Service Projects.

The Eagle rank requires that a Scout plans and carries out a service project that is pre-approved by the District Board of Review. Before an Eagle Scout candidate begins work on any Service Project, then he needs to see the Scoutmaster to be sure that it will qualify. One of the adult leaders will be appointed by the scoutmaster as the Eagle Project advisor. They will work with that Eagle candidate as he writes up the project proposal, utilizing BSA provided

forms and following the appropriate format used by the Council (copies of forms and freeform writing are NOT permitted and will be rejected by the Council review committee). After the proposal has been approved by the Troop Committee, the Eagle candidate must schedule a District Eagle Board of Review. The candidate may begin work on the project **only after he has received approval from this board**. The Eagle advisor will work with the candidate as he carries out the project and completes the project write-up.

## PART FOUR - TROOP GUIDELINES AND DISCIPLINARY POLICIES

### 4.1 Troop Guidelines

Troop 316 practices **SAFETY FIRST**. The troop has established the following guidelines in order to ensure safe practices:

1. Scouts are NOT permitted to use fire or combustibles of any type in a tent. This includes, but is not limited to candles, matches, glowing embers, lighters, propane or liquid gas tanks, or butane.
2. Only Scouts who have earned their "Firem'n 'Chit" are permitted to light fires (see page 412, BSA Handbook)
3. Scouts are NOT permitted to take burning sticks and logs out of campfires or cooking fires.
4. Scouts are NOT permitted to bring hatchets or sheath knives on any troop functions. They are encouraged to bring a pocketknife if they have earned their "Totin' Chip" card. (see page 85, BSA Handbook)
5. Scouts are NOT permitted to bring radios, video games, cellphones or other electronic devices on Troop 316 activities. If a Scout brings any of these items, it may be confiscated by the Scoutmaster and returned to his parents at the end of the activity.
6. If a Scout has a drivers license, but is not yet 21, he may drive during a Troop activity but may NOT transport any other Scouts or Scouters during the activity.
7. Scouts may NOT be in possession of tobacco products, alcoholic beverages, or illegal drugs during any Troop activity. If he **uses** these at any time, he may be dismissed from the Troop.
8. Scouts may not eat or drink in a vehicle while traveling during an outing, unless he is given permission by the driver.
9. Scouts may not call parents during an outing unless he receives permission from the Scoutmaster.
10. Scouts may not leave from the return site after an outing until they have been released by the Senior Patrol Leader or his designee.
11. Scouts are expected to conduct themselves with *appropriate* Scout behavior. If they do not, they may be given a Scoutmaster disciplinary conference, parents may be notified, and he may be sent home as the situation warrants. If a Scout is sent home, from an activity, the Scout's parents will be required to drive to the campsite and pick that Scout up.
12. Buddy Rule – Scouts must travel in pairs or threes on all outings and activities. They must inform an adult or the Senior Patrol leader if they leave camp.

On a hike, a Scout must trust in a map and compass to show him the way. When it comes to poor behavior, drugs, alcohol, or tobacco, a Scout can always trust that part of the Scout Oath in which he promises to keep himself "physically strong and, mentally awake, and morally straight". Just as a Scout trusts his compass, he must trust and discipline himself in knowing what is right.

## 4.2 Troop Disciplinary Policy

Each Scout pledges himself to obey the Scout Oath and Law. The following procedural steps will be followed for a Scout who violates that pledge:

### 1. Scoutmaster Disciplinary Conference:

One of the Scoutmasters, accompanied by the Senior Patrol Leader or his designee, talks to the Scout about the problem.

### 2. Parent Conference:

One of the Scoutmasters (who was in an active role at the time of the violation), with a youth leader (if appropriate), talks to the Scout's parents about the problem in the presence of the Scout.

### 3. Short-Term Suspension:

The Scout is suspended from Troop activities for a minimum of the next two (2) Troop meetings and the next Troop outing. The Scout is removed from any leadership position and loses credit toward any leadership requirement for rank advancement from the time of the improper action, but keeps credit for leadership up to the time of the action. The length of the suspension from office will be specified at the time of the conference with the Scout. The Scout will be eligible to assume any office once the suspension from office has ended. If a suspended Scout is up for rank advancement soon after being suspended, he can expect a delay in receiving approval for that advancement due to a lack of Scout Spirit. One of the Scoutmasters will inform the parents of the suspension.

### 4. Long-Term Suspension:

The Scout is suspended from the Troop activities for a minimum of the next four (4) Troop meetings and the next two Troop outings. He must apply for review by the Scoutmaster to be re-admitted.

### 5. Removal:

The Scout is removed from the Troop.

These steps are cumulative so that, for example, a second instance of a behavior that would require step 1, would lead up instead to step 2. How steps accumulate after step 2 is left up to the discretion of the Scoutmaster. For example, a Scout may be removed from a leadership position but not suspended from the Troop.

A Scout may reduce the step-level he is at by taking the following actions:

- a) He has a conference with the Scoutmaster who was originally involved to discuss how to improve his standing.
- b) Based on improved attitude and behavior, he asks the Scoutmaster to convene a board of Scoutmasters to ask for reduction in the step-level.

Depending upon the severity of the action, the steps can be taken one or more at a time. Some actions that specifically require disciplinary measure are listed below, with suggested steps to be taken.

1. For possession of tobacco, alcohol, or unauthorized firearms at any Troop activity, a minimum of steps 1 thru 4 will be taken immediately. For possession of illegal or unauthorized drugs, the Scout will be dismissed from the Troop. Every Scout must inform the Scoutmaster of any legal prescription medications he is taking.
2. For physical abuse or intimidation of any Scout by another Scout, a minimum of step 1 will be taken immediately. Whether other steps are taken should depend on the severity of the behavior and whether it has happened previous occasions.
3. For possession of crude or obscene materials or continued use of particularly crude or obscene language after a warning, a minimum of steps 1 thru 2 will be taken immediately.
4. For stealing, a minimum of the first three steps will be taken immediately.
5. For flagrantly defying a direct order from a Scoutmaster or from a Scout leader in such a way as to endanger others or undermine effective authority, a minimum of steps 1 thru 3 will be taken immediately. Whether other steps are taken will depend upon the severity of the behavior and whether it has happened on previous occasions.

Scouts are not permitted to invoke disciplinary steps. They must instead satisfy one of the Scoutmasters that the action took place. The Scoutmaster present at the activity and the Senior Patrol Leader then decide on the steps to be taken. This is discussed with the Scout, and the parents are informed if necessary. A Scout may appeal to the Troop Committee if he feels that the disciplinary actions were unfair. The Troop Committee's decision will be final.

### **4.3 Scout Illness**

- a) A Scout's parents should not permit a Scout to participate in a troop activity or outing if that Scout is known to have any communicable or infectious disease unless a physician's note is presented to the Scoutmaster stating that the Scout's condition will not be detrimental to the rest of the Troop.
- b) Should a Scout feel ill during a Troop function, he must advise the Scoutmaster, or his designee at the onset of his illness. The Scoutmaster will contact the parent or guardian and request a decision from them as to whether they will pick the Scout up from the Troop function. Should the parent or guardian be unreachable, the Scoutmaster or his designee will make the determination as to whether or not to bring the Scout to a medical professional.

## PART FIVE - UNIFORMED ADULT LEADERSHIP

### 5.1 BSA Enrollment Requirements

There are several enrollment requirements established by the Boy Scouts of America for adult leaders that have been put in place to ensure that the Scouting program is represented and administered by adults that provide a positive role model and exemplify the ideals of the Scout Oath and Law. Interested adults are asked to complete and submit the BSA Adult Registration Application (form #28-501L) to the Committee Chairperson, copies of which can be obtained by any of the Assistant Scoutmasters, the Scoutmaster, or from the Scout Office in Raleigh.

### 5.2 Leadership Training

Every Scout deserves a trained leader. All uniformed adult leaders of Troop 316 will be required to actively participate and complete *the BSA Scoutmastership Fundamentals* course offered locally at Camp Durant / Camp Reeves by the district or Occonechee Council within one calendar year of joining. "Outdoor Leadership Skills" is a one weekend "crash" course in leadership fundamentals and the basics of the program provided by the Boy Scouts of America. In addition to OLS, other training is made available to each adult leader including Woodbadge, Outdoor Skills Instructor, BSA Lifeguard, and other skill specific training. All interested adults are to discuss their interest and training requirements with the Scoutmaster. Training information and other courses are available by contacting the Occonechee Council office in Raleigh.

### 5.3 Position Descriptions

- **Scoutmaster** – The Scoutmaster is dedicated to bringing learning, adventure, and opportunity to each of the Scouts of Troop 316. He will be at Scout meetings and go on most hikes and camping trips. The Senior Patrol Leader and the Troop's Patrol Leaders look to the Scoutmaster for advice and direction. He is an individual that everyone can trust for support and guidance.

#### **Position Summary:**

The Scoutmaster is responsible for serving first and foremost as the chief executive of the Troop, serving as a positive role model for each of the Troop youth, the Troop Youth Leadership, and the adult leadership; to provide administrative, leadership, and Scouting skills training; and to serve as an advisor for Scouts who choose to discuss personal problems with an adult leader. The Scoutmaster is responsible for serving as an intermediary between the Troop and the Troop Committee, and conveys the wishes and directives of the Troop Committee to the Troop.

**Scoutmaster Responsibilities:**

- Serve as the chief Troop leader
  - Serve as a positive role model by living by the Scout Oath and Law, and training new Scouts in the meaning of each and its use in daily life.
  - Actively attend weekly Troop meetings in proper uniform
  - Promote the use of the Patrol method by all Scouts
  - Provide direction and leadership to the Assistant Scoutmaster Staff in support of the Troop program and skills training.
  - Attend Troop Committee meetings as a representative of the Uniformed Adult and Youth Leadership.
  - Actively attend monthly Dan Beard District level Round-Table meetings as a representative of the Troop
  - Review performance of Adult Leadership and provide direction on ways to improve; advise as to recommended training
  - Work closely with Senior Patrol Leader to improve his leadership skills, and enhance Troop growth – both in physical size and in skills & leadership capabilities.
- **Assistant Scoutmaster** – The Assistant Scoutmasters are responsible for service first and foremost as a positive role model for the Troop youth, to provide Scouting, outdoor, and leadership skills training, and to serve as an advisor for Scouts who choose to discuss personal problems with an adult leader. The Assistant Scoutmaster is also responsible for serving in Troop specific roles as requested by the Scoutmaster, and serves in the role of Scoutmaster when he is unavailable due to external commitments.

**Responsibilities:**

- Serve as a positive role model by living by the Scout Oath and Law, and training new Scouts in the meaning of each and its use in daily life.
- Actively attend weekly Troop meetings in proper uniform
- Promote the use of the Patrol method by all Scouts
- To provide skills training in traditional Scouting outdoor skills, i.e. camping, cooking, knot tying and lashing, orienteering, first aid and emergency preparedness, swimming, and hiking.
- To provide skills training in the safe handling and operation of knives, hatchets, axes, and saws; ensure that Scouts are fully qualified for receiving Totin' Chip and Paul Bunyon cards.
- Assist Scouts in identifying Merit Badge counselors, as required.
- Make themselves available to all Scouts, serving as an advisor on Scouting related or personal issues, as required.
- Assist the other adult leadership in hosting periodic troop level Junior Leadership Training seminars.
- Support the Scoutmaster by carrying out tasks delegated.
- Actively attend monthly Dan Beard District Round-Table meetings as a representative of the Troop.

- Represent the uniformed adult and youth leadership at Troop Committee meetings as requested by either the Troop Committee or the Scoutmaster.
- Serve in the role of Scoutmaster when he is unavailable due to external commitments.

## PART SIX - TROOP COMMITTEE

### 6.1 Purpose of the Troop Committee

The Troop 316 Committee is a critical link in the successful operation of the Troop, as it supports the entire Troop program. But you may ask, "What does the Troop Committee do"? It is responsible for the following:

- Performs a Board of Review for advancing Scouts
- Approves the Annual Troop Program (which is developed by the Youth leadership and reviewed by the Adult leadership)
- Advises the Scoutmaster on policies relating to Boy Scouting and the Chartered Organization (which in the case of Troop 316 is the St. Andrew Men's Society)
- Insures that quality Adult Leadership is recruited and trained
- Recruits the Troop Scoutmaster
- Dismisses unqualified adult leaders
- Encourages leaders to carry out the Scouting program
- Develops a Troop budget
- Is responsible for re-chartering, providing adequate Troop operating funds through fundraisers, and disbursing those funds in line with the approved Annual Budget Plan
- Assists in arranging transportation for Troop outings
- Coordinates Eagle Scout Courts of Honor with the Eagle Scout candidate's parents and the Troop leadership.

### 6.2 Troop Committee Positions

- **Troop Committee Chairperson** – The Troop Committee Chairperson is responsible for serving in the capacities of liason between the Troop Committee and the Troop; for acting as a representative of the Troop to the St. Andrew Men's Society, our sponsor; and for holding Troop Committee meetings on a periodic basis to review the progress of the Troop, the Scouts, and the Uniformed Adult Leadership.
- **Troop Treasurer** – The Troop Treasurer is responsible for managing the finances of the Troop treasury; develops and presents an annual Troop budget to the Troop Committee for their approval and adoption; ensures that sufficient funds are available to cover all necessary purchases and expenses incurred by the Troop; manages and balances the Troop checking account; reimburses all approved purchases and expenses by Scouts, the Uniformed Adult Leadership, Troop Committee persons, and Scout parents; makes all necessary account deposits to the bank.
- **Troop Secretary** – The Troop Committee Secretary is responsible for attending all committee meetings and recording meeting minutes. They will

summarize the minutes from the previous meetings, and note action items at all subsequent meetings. They will also be responsible for taking committee meeting attendance and maintaining attendance records. All official troop correspondence will be sent through the Troop Committee Secretary. The Secretary will also be available for Scout advancement Boards of Review.

- **Troop Advancement Coordinator** – The Troop Advancement Coordinator will be responsible for maintaining timely and accurate records of what advancement requirements each Scout has completed, and will provide a record of all advancement to the Scoutmaster and Committee Chairperson, as required. The Coordinator will schedule and normally chair Scout advancement Boards of Review.
- **Troop Public Relations Coordinator** – The Troop Public Relations Coordinator will be responsible for working with the Troop Historian to acknowledge Troop activities and high level achievement (i.e. Eagle Scout awards, lifesaving or meritorious service awards, etc.) to area newspapers and other media. They will be responsible for writing letters to area mayors and other politicians and dignitaries as required to advise them of troop activities, or to request formal written achievement acknowledgement.
- **Troop Transportation Coordinator** – The Troop Transportation Coordinator will be responsible for the coordination of the safe transportation of Scouts and Scouters to and from each of the various Troop activities and/or outings. They will ensure that sufficient licensed drivers are available to transport Scouts and Scouters, and that all drivers and vehicles abide by BSA guidelines.
- **Troop Fundraising Coordinator** – The Troop Fundraising Coordinator is responsible for working with the Council during the annual Popcorn and Luminary drives, and with the Troop PLC, Committee Chairperson, and Troop Treasurer during the annual Luminary Distribution project each December.
- **Troop Camping Coordinator** – Responsible for assisting scouts and adult leaders in arranging for camping trips and scout-related outings. Tasks would include contacting campgrounds, obtaining cost estimates, obtaining directions, and deposit payments (in cooperation with the Troop Treasurer).
- **Troop Recruitment Coordinator** – Responsible for working as an intermediary between Troop 316 and various local Cub Scout packs to ensure troop growth, and arrange for Webelos attendance at troop meetings and weekend campouts.

## PART SEVEN - TROOP HANDBOOK ACTIVATION

### 7.1 Troop Handbook Review & Update

This handbook will be reviewed by the Adult Leadership and Troop Committee at a minimum interval of once each January, unless National, Council, and/or District level mandates are handed down which overrule the procedures and policies laid out in this Troop Handbook. The re-activation and all subsequent changes made to this handbook will be reviewed and signed off acknowledging acceptance by the Scoutmaster, Senior Patrol Leader, and Troop Committee Chairperson and changes will be submitted as an addendum until such future time that they are included in a pertinent chapter.

This handbook has been written, and will be revised with the understanding that its contents strictly adhere to BSA policies, procedures, and guidelines. Should any part of this handbook not be in compliance with BSA policies, procedures, and guidelines, it will be assumed that BSA policies, procedures, and guidelines will overrule those in this handbook.

### 7.2 Re-Activation Signatures

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**Scoutmaster Signature** **Date**

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**Committee Chair Signature** **Date**

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**Senior Patrol Leader Signature** **Date**

