

Troop Guide Book

**Troop
144**



On the move

Blair Road United Methodist Church
Mint Hill, NC



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Welcome

We are always happy to admit a new Scout into the brotherhood of Scouting and all that it has to offer. We are anxious to add parents to our roster of talents to help the boys, leaders, and the Troop to achieve increasing goals. Troop 144 is chartered from Boy Scouts of America by the Blair Road United Methodist Men and meets at Blair Road United Methodist Church.

The affiliation request of each new Scout gives us an opportunity to meet with the parents and exchange ideas and point out the basic concepts of Troop 144. We pledge to you to assist each Scout in developing his duties to God and Country, duties to others, and duties to himself. We hope to develop his awareness of self-reliance, improve individual and group skills, and increase his abilities and knowledge, particularly those in nature.

In turn, we ask the Scout's parents continuing encouragement and appreciation of your son's efforts, especially in planning and helping in his participation and advancement. We also ask direct participation from all parents when called upon to assist the Troop. In recent years, Scouting has become far more than tying knots, sleeping in tents, and cooking over open fires. While this is an integral part of Scouting, we believe that Scouting has gone far beyond these basic activities and have planned the Troop's program with this in mind.

1. Prospective new members should visit at least three Troop meetings. On the third (or subsequent visit) the boy and his parent(s) must meet with the Scoutmaster (or a designated Assistant Scoutmaster) to discuss membership before being accepted into the Troop. Upon acceptance, a membership application will be completed and dues and fees collected.
2. Parents will receive a troop schedule and calendar of events
3. There are extra funds in our treasury for emergency use and for Scouts not financially able to participate. No one need know of hardship cases other than the Scoutmaster or Committee Chairman. If you have this problem at any time, let us help finance your son's participation.
4. All suggestions and recommendations are welcome. Please don't hesitate to come forward. Remember, Troop 144 belongs to the Scouts, not the leaders.
5. Each and every parent is expected to participate when called upon to support the Troop committee. We must have your participation or the Troop will falter. Each parent should complete a Troop Resource Survey indicating their skills and interest, and return the completed form to the Scoutmaster or Committee Chairperson. All parents are expected to be involved with the Troop fund raising events. Parents are welcome to attend scout meetings and scout outings. All leaders and parents are required to abide by the rule set for each outing (i.e. sleep in tents; eat camp food, no radio or TV) as well as abide by the policies of both Troop 144 and Boy Scouts as a whole.
6. Parents that want a bigger part in scouting are welcome to work with the Troop Committee in positions that work directly with the scouts. These adults get the opportunity to assist the Scout Master and Assistant Scout Masters and are a great opportunity to understand Scouting leadership.
7. Parents that choose to join the Troop Committee are required to complete an Adult Application form.



The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Law and Oath.

Scout Oath

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

Scout Law

A Scout is:

Trustworthy,
Loyal,
Helpful,
Friendly,
Courteous,
Kind,
Obedient,
Cheerful,
Thrifty,
Brave,
Clean,
Reverent

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

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

A third aim of the Boy Scout program is **development of physical, mental, and emotional fitness**. Fitness includes the body (well tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect)

METHODS

These methods are designed to accomplish the aims.

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 develops control over what he becomes.

Patrols

The patrol method gives Scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups determine Troop activities through their elected representatives.



Outdoors

The Boy Scout program 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 skills and activities practiced at Troop meetings come alive with purpose.

Being close to nature helps Scouts gain an appreciation for God's handiwork and mankind's place in it. The outdoors is a laboratory for Scouts to learn ecology and practice conservation of nature's resources.

Advancement

Scouting provides a series of goals and skills through the advancement program. The Scout plans his advancement and progresses at his own pace as he overcomes 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

A boy learns from the example of his adult leaders. In his quest for manhood, every boy needs contact with adults he can copy. The Scoutmaster and his assistants provide an image of the vitality and the sensitivity espoused by the Boy Scout program. Providing good examples is one of the methods of Scouting.

Personal Growth

As Scouts plan their activities, and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of 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 personal conferences with his Scoutmaster help each Scout to determine his growth toward Scouting's aims.

Leadership Development

The Boy Scout program encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role 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. The Boy Scout program 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 an identity with a world brotherhood of youth that believe in the same ideals.

The uniform is also practical attire for Scout activities, and provides a way for Scouts to wear the badges that show what they have accomplished.



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PLEASE NOTE SCOUTING IS NOT A BABYSITTING PROGRAM. Scouting requires active participation by the Scout and their parents. This includes for camping, meetings and activities. Scouting is Action Oriented.

Scouting is fun! Boys learn about things that interest them by actually doing them. Scouting builds on the love of the outdoors that is in most every boy and teaches him to persevere in less than ideal conditions, to respect the land, water, and air that surround him. This program lets the Scout explore, develop new interests, increase his knowledge, and progress in rank and leadership at his own pace. It must be emphasized, despite the abundant help available to a boy from the adult leaders, other unit members, and his parents, it is up to the Scout to determine how much or how little he gets out of Scouting.

Troop Activities

Refer to the Troop newsletter and Troop Website (www.bsatroop144.com) for the current schedule of events. We normally have one major outdoor activity each month – such as camping, hiking, or a Council event. In addition, we also have service projects (as a troop or as part of an Eagle Scout project) and fund raising events. Each year, we schedule a high adventure event and each summer we participate in a BSA summer camp.

Equipment Needed.

The Troop provides most cooking equipment and other joint use items for campouts. You will need a sleeping bag, personal eating dishes and utensils, personal hygiene items, and a backpack to carry your equipment. See the Scout Handbook for additional items you might want to get over time. **Parents**, be advised that it is best to start with basics and build up to a better inventory of gear as birthdays, Christmas, etc. come along.

PLEASE NOTE IT IS VERY IMPORTANT TO MARK ALL INDIVIDUAL GEAR WITH AN ETCHER, SCRAWL OR OTHER PERMANENT MARKER.

Troop Costs/Fees.

The Troop committee sets the annual dues. Dues are paid **in February**, when the Troop goes through its re-charter process with BSA. A portion of this fee (\$21.80 in 2004) goes to cover National BSA expenses (registration, Insurance, *Boys' Life*) for each boy. The remaining money covers a large portion of the Troop's budgeted operating expenses. Parents may request a copy of the budget from the Treasurer. The remaining operating expenses are covered through various fundraising activities (sales, popcorn sales, and other fundraisers) in which all Scouts are expected to participate. With certain fundraisers, the scouts have the opportunity to raise funds for their own account, to be used to pay for various Troop activities and expenses.

The actual amount for annual dues will be included in an addendum to the policy manual and will be distributed to the troop prior to re-charter.

The Troop requires all Scouts to wear a uniform consisting of certain standard BSA items (shorts/long pants, shirt, socks, belt, merit badge sash), which can be purchased through the BSA catalog, council office or authorized BSA dealers.



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Introduction

The Boy Scouts of America and, BSA Troop 144, believe that a Scout should receive recognition for his achievements.

Advancement sets a pattern of setting positive goals and reaching them throughout life. It's easy to advance by following these four basic steps: **Learning, Testing, Review, and Recognition.**

First, the Scout Learns:

Much of his learning comes from other boys in his patrol or troop and by active participation in troop program. His patrol activities are directed toward the skills he needs. Every troop hike, camping trip, or other activity offers potential learning experiences. A Scout learns to pitch a tent by pitching one, to use a compass by finding directions, and to cook a meal by having to prepare and eat it.

Second, the Scout is tested:

The specific requirements determine the kind of testing. Verbal testing is sufficient in some instances. In other instances, a Scout must demonstrate his skills by doing.

Third, the Scout is reviewed:

The purpose of the review is to ensure that all requirements for advancement have been met. This includes a check of the Scout's attitude and practice of the ideals of Scouting, in addition to his Scout craft skills. The decision regarding whether a Scout has met the required standards to qualify for rank advancement begins with the troop and, for the Eagle Scout rank, is approved by the district, local council, and finally, the National Council.

Fourth, the Scout is recognized:

The final step in advancement involves presentation of the badge, usually at a ceremony before the entire troop.

Because of this outstanding opportunity for advancement and because of the effort that members of the Troop Leadership expend in teaching, every member of the troop is expected to advance at least one rank during the year. This is especially true for the Patrol Leaders and members of the Patrol Leaders Council.

Because of the tasks involved in progressing from Life Scout to Eagle Scout, this advancement requirement does not apply to Life Scouts and, of course, it is not applicable to Eagle Scouts. As explained below, it is quite possible and expected that new scouts will advance through Tenderfoot, Second Class and First Class all within their first year with the troop. It is also possible that a First Class scout could advance through Star and Life within one year.

It is the responsibility of each scout to be aware of the requirements for the next rank he is striving for including any time in prior rank requirements, leadership or Scoutmaster assigned project requirements, and merit badge requirements. Each scout must maintain his own personal advancement records in his Boy Scout Handbook, including any dates and initials of scout leaders when a requirement is satisfied.

The next to last step of each rank is a Scoutmaster conference. It is the scout's responsibility to schedule and complete this conference. The scoutmaster conference for the Tenderfoot, Second Class and First Class ranks should be carried out with the Assistant Scoutmaster most familiar with the scouts' progress. The conferences for Star, Life and Eagle shall be carried out with the Scoutmaster of the troop. When the scoutmaster conference has been completed satisfactorily, it is the scouts' responsibility to



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inform the Advancement Chairman so that troop records can be completed accurately. At this time the Advancement Chairman will advise the scout of the next scheduled Troop Board of Review.

The Troop Board of Review is required as the final step for all ranks except Eagle. It is a formal review of material covered for the rank under review and the scout is expected to be on time, in full uniform, and have his personal handbook with all dates and initials of requirements satisfied.

RANK ADVANCEMENT

The requirements for the ranks of Tenderfoot through First Class prepare you to take full advantage of all that Scouting has to offer. Star, Life, and Eagle requirements focus on service to others and developing leadership skills.

Requirements for each rank are outlined in the Boy Scout Handbook. You can work on advancement requirements with your parents or other family members, with other Scouts and with adult Scout leaders. This can be done on your own, in patrol and troop meetings, and during other troop functions such as campouts. A good rule of thumb is to try to complete one or two rank requirements at each troop meeting.

When a scout is working toward Star, Life and Eagle ranks, he must hold a leadership position within the troop. To advance, the Scout's leadership must be **active** and notable.

Scout spirit

Scout Spirit is an explicit requirement of every advancement in rank. Scout spirit includes:

Positive Attitude

1. The Scout should show a positive attitude at all meetings and trips.
2. The Scout must show a willingness to help younger scouts learn Scout skills
3. The Scout should show a good attitude at home, in school and in church. This will be measured by the Scoutmaster based on feedback from parents, Assistant Scoutmasters, etc.

Participation

A specific participation discussion follows in this policy.



Youth Leadership Positions and Job Descriptions

The information below is a guideline for each position and may be modified as necessary by the Scout Leadership. The positions listed below make up the Patrol Leaders Council (PLC).

Senior Patrol Leader

1. Run troop meetings.
2. Conduct monthly Patrol Leaders Council (PLC) meetings.
3. Provide support to patrol leaders.
4. Assist Scoutmaster in conduct of troop.

Assistant Senior Patrol Leader

1. Assist SPL in running troop meetings.
2. Conduct inspections and record attendance at each meeting.
3. Coordinate games for troop meetings.
4. Coordinate computer work designated by the Scoutmaster

Patrol Leader

1. Conduct patrol meetings each week in accordance with Patrol Leaders Council Patrol Leaders Council (PLC) plans.
2. Conduct patrol reflections each month.
3. Contact all patrol members and Assistant Scout Masters (ASM) on all outings and troop functions.
4. Coordinate activities of patrol officers.
5. Coordinate activities of patrol in conduct of Service or Program patrol duties.

Assistant Patrol Leader

1. Assist Patrol Leader in conduct of patrol meetings.
2. Assist patrol officers in conduct of their offices.

Troop Librarian

1. Coordinate troop collection of merit badge books and Scout books.
2. Provide check out services to Scouts wishing to borrow Troop books.
3. Organize troop library.
4. Maintain troop publication updates as required.

Troop Scribe

1. Attend Patrol Leaders Council (PLC) meetings each week and take notes.
2. Provide clear and concise Patrol Leaders Council (PLC) minutes to troop notebook.

Troop Historian

1. Maintain troop collection of pictures and memorabilia.
2. Coordinate picture taking at all troop functions.

Patrol Quartermaster

1. Coordinate and organize troop equipment.
2. Provide checkout and check in service to patrols borrowing troop equipment.
3. Report any broken or missing equipment to Quartermaster Advisor for action.

Troop Chaplain Aide

1. Coordinate prayer services for troop outings.
2. Coordinate religious service requirements at troop functions.

Order of the Arrow Troop Representative

1. Formulate roster of all troop Order of the Arrow (OA) members, including membership status, ordeal, brotherhood, vigil, including dates of induction.
2. Collect yearly dues with proper forms and turn in to Scout Office.
3. Promote lodge events to the troop & provide copies of flyers and pamphlets.
4. Collect fees and register members for all lodge events and promotions.
5. Help train brotherhood candidates.
6. Keep attendance rosters for events and advise Scoutmaster of attendance problems

**Troop Guide**

1. Supervise and assist Patrol and Assistant Patrol Leaders.
2. Participate as an active member in patrol activities.

Troop Instructor

1. Work with PLC and Advisor to plan instructional sessions.
2. Plan monthly meetings and other events with Advisor each week.
3. Lead instruction sessions each week.

Junior Assistant Scoutmaster

1. Work with Senior Patrol Leader to run weekly meetings.
2. Advise (Senior Patrol Leader) SPL at Patrol Leaders Council (PLC) and troop functions.
3. Work with Assistant Senior Patrol Leaders in completion of their duties.
4. Assist Troop Guides in aiding Patrol Leaders and Assistant Patrol Leaders.
5. Serve as chief liaison to PLC for Troop Instructors.
6. Assist Instructor Advisor in conducting planning meetings.
7. Carry out other assignments as directed by the Scout Master (SM).

Honor Guard

1. Prepare and execute flag ceremonies for all troop events
2. Coordinate training for flag protocol for all patrols.
3. Train new membership as required.

Den Chief

1. Knows the purposes of Cub Scouting
2. Helps Cub Scouts advance through Cub Scout ranks.
3. Encourages Cub Scouts to join a Boy Scout troop upon graduation.
4. Assists with activities in the den meetings.
5. Is a friend to the boys in the Den.
6. Helps at weekly den meetings and monthly pack meetings.
7. Meets with adult members of the Den, Pack, and Troop as necessary.



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Scout skills cannot be mastered by performing them just once. You will have many opportunities to practice each skill, and you will be thoroughly tested on each requirement before it is "signed off". In addition, expect to practice each skill repeatedly, even after it has been signed off. As you progress, you will also have opportunities to teach these skills to less experienced Scouts, which will further reinforce your knowledge and skill.

As you complete each requirement, you will be tested and "signed off" in the back section of your handbook by the Scoutmaster or by someone he designates. This person may be an Assistant Scoutmaster, a Troop Committee Member, or another, more experienced, Scout. In Boy Scouts - troop leaders, rather than parents, sign off advancement requirements. In order to avoid the appearance of impropriety, in most troops, troop leaders will not normally sign off rank requirements for their own sons. Infrequent exceptions may be made in the case of a leader who is teaching skills to several Scouts at once at a patrol or troop meeting or other Scouting function, but every effort should be made to have another leader sign off the instructing leader's sons if possible.

It's up to you to take advantage of the advancement opportunities available to you, and to take initiative to ask for someone to test you when you are ready. You are responsible for keeping your own personal advancement record updated in your handbook. You should also record your service hours, campouts, troop activities, and leadership positions in your handbook.

You must earn the ranks in order, but you may complete any requirement for Tenderfoot through First Class at any time. (For example, you may complete a First Class requirement before finishing your Tenderfoot requirements, but you must earn Tenderfoot rank before you are awarded Second Class and First Class ranks.)

You will be meeting regularly with the Scoutmaster to discuss your activity in the troop and your understanding and practice of the ideals of Scouting. This Scoutmaster conference is also used to discuss your goals and accomplishments and is required for every rank advancement.

You do not have to wait until you have completed the requirements for a rank in order to ask for a Scoutmaster conference. You may talk with the Scoutmaster at any time that is convenient to both of you. However, for a Scoutmaster conference to count toward rank advancement it must take place after all other requirements are complete and before the Board of Review. At this required conference the Scoutmaster will also help you determine whether or not you are ready to go before the Board of Review.

After this Scoutmaster conference, you should arrange for your Board of Review following the procedures your troop has established. Boards of Review for all ranks except Eagle Scout, are normally held once a month, and are composed of three to six registered members of the troop committee. (Eagle Scout Boards of Review are arranged through your Council or District Advancement Committee and can have other members.) The Board of Review may not include the Scoutmaster, Assistant Scoutmasters, or your family members.

The purpose of the Board of Review is not to retest you but rather to ensure that you have completed all of the requirements, to determine the quality of your troop experience, and to encourage you to advance toward the next rank. (Sometimes you will meet a Board of Review even when you are not ready for the next rank, in order to check your progress and to see how things are going for you in the troop and in your patrol. The troop Advancement Chairperson may schedule you for such a Board of Review when they feel that an extended period has passed since your last Board of Review.)



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You need to have your Boy Scout Handbook and should be in your field uniform when you appear before a Board of Review. At the beginning of the review, the presiding member of the board will bring you into the room, introduce you to the board, and invite you to be seated. During the review the board will discuss your development along your trail to Eagle, ask you questions about skills that were required for your particular rank, and evaluate you in terms of troop activities and readiness for the next rank. It is also a time for you to ask any questions you might have and to give feedback to the troop committee about activities and your Scouting experience in your troop and in your patrol. At the end of the review you will be asked to leave the room while the board discusses your qualifications. The board will then call you back into the room and inform you either that you have been approved for the next rank or what additional actions you must take to qualify.

After passing the Board of Review, you will be recognized in front of the troop as soon as possible. You will receive your new rank patch shortly after, usually at the next troop meeting. You will be formally recognized for your rank advancements and merit badges in front of family and friends during a ceremony at a Court of Honor. At this time you will be presented with your wallet-sized certificate card and, if your troop presents them, a rank pin ("parent's pin"). Most troops schedule four Courts of Honor each year. Your parents, other family members, and friends are invited and encouraged to attend all Courts of Honor. Eagle Courts of Honor are in addition to scheduled Troop Courts of Honor and are presented by the Eagle Scouts family.

After reaching the rank of Life Scout, you will meet with one of the adult leaders in the troop. At this meeting you will receive your Life to Eagle packet and discuss ideas and suggestions for your Eagle Service Project. This project must conform to special guidelines that have been outlined by the Boy Scouts of America. You're Scoutmaster, Troop Advancement Chairperson, and a representative of your District Advancement Committee, as well as the benefiting organization, must approve your project before you begin carrying it out.

MERIT BADGES

Earning merit badges allows you to explore many fields, helps you round out your skills, and introduces you to subjects that will perhaps become lifelong interests or a rewarding career.

There are more than 100 merit badges for you to choose from. You may earn any merit badge at any time, with Scoutmaster Approval. Don't wait for someone to tell you when and which merit badge to work on. You don't need to reach a certain rank in order to be eligible. However, you should concentrate on achieving the rank of First Class before devoting a lot of time to working on merit badges.

Don't overwhelm yourself by trying to complete too many badges at one time. We recommend that you actively work on no more than two at one time until you reach the rank of First Class, and no more than five at one time thereafter.

You can find information about merit badge requirements in the appropriate merit badge pamphlets and in the current year's Boy Scout Requirements book. Some of these should be available in your troop library. All of them are available from your Scout Shop or Council Trading Post, or a store that sells Scouting supplies in your area. If you are finished using merit badge pamphlets that you own, many troops encourage you to donate them to the troop library. The Troop website also contains links to internet resources on merit badge information.



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Earning merit badges gives a Scout the kind of self-confidence that comes from overcoming obstacles to achieve a goal. Through the merit badge program, a Scout also learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation.

The steps to follow in the merit badge program are outlined in the current *Boy Scout Requirements*. This book lists the requirements a Scout meets to earn each of the more than 100 merit badges that are available. Scouts must be tested individually, and they must meet all the requirements. No additional requirements may be added. A merit badge cannot be taken away once it has been earned, provided the counselor is a registered counselor for the merit badge.

Scout Buddy System. A Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout's buddy can be another Scout, a parent or guardian, a brother or sister, or a relative or friend. From his Scoutmaster, the Scout obtains a signed merit badge application and the name of the appropriate merit badge counselor. The Scout sets up his first appointment with the counselor. The counselor should explain the requirements to the Scout. The Scout and his buddy then meet as appropriate with the counselor until the Scout completes the badge's requirements.

Group Instruction of Merit Badges. The question arises as to whether it is permissible to have Scouts earn merit badges in groups. Many subjects may be presented to groups of Scouts without defeating one of the purposes of the merit badge plan -- working closely with a qualified Scout. The National Executive Board has approved the following policy statement on merit badge counseling:

"To the fullest extent possible, the merit badge counseling relationship is a counselor-Scout arrangement in which the boy is not only judged on his performance of the requirements, but receives maximum benefit from the knowledge, skill, character, and personal interest of his counselor. Group instruction and orientation are encouraged where special facilities and expert personnel make this most practical, or when Scouts are dependent on only a few counselors for assistance. However, this group experience should be followed by attention to each individual candidate's projects and his ability to fulfill all requirements."

In harmony with this policy, a Troop 144 may use merit badge counselors in our patrol or troop meetings. The merit badge counselor can make a presentation covering the highlights of a merit badge subject. Scouts should then be given an opportunity to try the skills required for the badge.

Advancement in Summer Camp

In developing Troop 144 procedures for handling Merit Badge Counseling, it is noted that many Boy Scout advancement opportunities take place in summer camp. The procedures for advancement in summer camp are established by the Mecklenburg County Council advancement committee in cooperation with the committee responsible for summer camp, the camp director, and the program director. By National Council directive, these procedures must be approved by the council advancement committee prior to the opening of camp. This procedure must include the four processes of advancement -- learning, testing, reviewing, and recognition.



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Camp staff members should be prepared and available to assist Troop 144 leaders in teaching and testing Scouts on Tenderfoot, Second Class, and First Class requirements. Camp merit badge counselors must be qualified. Camp staff members who are qualified in the subject and are younger than age 18 may assist the merit badge counselor with instruction. The merit badge counselor or instructor in a particular subject should be available to both individuals and groups. Because of the need for continued practice in some subjects, it will be necessary to meet candidates at a certain time each day. For other subjects, it may be necessary to meet as a group once or twice during the week.

Each counselor must maintain the exact standards as outlined in the merit badge requirements -- **nothing deleted, nothing added** -- and make himself or herself available at the time most convenient to the Scouts. Partial completion of merit badges should be credited to a Scout on the Application for Merit Badge and given to the Troop 144 Scoutmaster or his designate at the end of the week.

There is no time limit for completion of merit badges other than age 18. It is the policy of Troop 144 to recommend to the merit badge counselor to retest a Scout if,

- a) A Scout has started a merit badge with another counselor and now needs to continue with a new counselor, and/or
- b) A Scout has initiated the process of earning a merit badge and one calendar year has passed.

By conducting a retest, the counselor is shown the Scout's ability to demonstrate and show proficiency in the requirements that have thus far been checked off. It is the responsibility of the Scout to "do" his merit badge. (I.e., if I need first aid or CPR, I don't want to "hope" that a Scout "thinks he knows" what he is doing.)

IMPORTANT – All eligible work for a merit badge is work that is started after all the sign up procedures from above are in order. Work that can be applied to a requirement for any given merit badge will not be allowed if the work was done before a Scout has applied and been given a signed application to start a merit badge and talked with a counselor. The Scout will need to demonstrate to his counselor that he can "do" the work and therefore meet the requirement(s) for his counselor to check off as a Scout earns the merit badge. (Exception: The camping Merit Badge requirement for nights of camping can be credited to the scout for camping that occurred prior to the start of the Merit Badge.)

It is suggested that an Adult Scouter not be the counselor for his/her own son, unless in a group setting (i.e. offer the merit badge to all who can possibly attend).

It is suggested that after a Scout has completed a merit badge, if it becomes necessary for the Troop leadership to evaluate the Scout's knowledge and skills, a review by the Scoutmaster and Committee of the counselors teaching and testing criteria should be conducted with that counselor.



Here are the steps to earning a merit badge:

1. Get a blue merit badge card from the Advancement Chairperson, or Scoutmaster, fill in your name, address, and the name of the badge, and ask the Scoutmaster to sign it. Then get the name and phone number of a qualified counselor from the Advancement Chairperson or Scoutmaster.
2. Call the counselor and set up an appointment. This can be at any place that is suitable to both of you. Along with a buddy (another Scout, a family member, or a friend), meet with the counselor. The counselor will explain the requirements for the merit badge and help you get started.
3. Work on the badge requirements until you complete them, meeting with the counselor (along with your buddy) whenever necessary. You must complete the stated requirements and satisfy the standards of each merit badge. The merit badge counselor may encourage you to do more than the requirements state but he or she may not require it. YOU (not the counselor, Scoutmaster, or Advancement Chairperson) keep the merit badge card until you have completed the requirements and the counselor has signed the card. If you lose this card, you will have to start the badge over unless the counselor is willing and able to vouch for what you already completed.

If you change counselors for any reason, it is up to the new counselor whether or not he or she will accept the work you did with the previous counselor. Normally the new counselor will ask you a few questions, and if the counselor is satisfied that you actually did the work that was signed off, he or she will accept it.

4. After you complete the merit badge and the counselor signs your merit badge card, he or she will keep the counselor's section and return the rest of the card to you. Bring the rest of the card to the Advancement Chairperson, who will keep the troop section and return the Scout section to you.

You will receive your merit badge shortly after you turn in the blue card (usually the next troop meeting). Your wallet-sized certificate card will be presented to you at the next Court of Honor.

RECORD-KEEPING

Your advancement records are kept in three places — your Council office, with the Troop Advancement Chairperson, and yourself. The Council office keeps records supplied to them by the troop Advancement Chairperson, who also keeps copies of these records for the troop. Many troop Advancement Chairs also maintain their advancement information on computers. You will receive three kinds of documents that you need to **KEEP IN A SAFE PLACE UNTIL AFTER YOU TURN 18** (or receive your Eagle Scout Award, whichever is later)! These documents are: your Scout Handbook with requirements signed off, your portion of completed blue merit badge cards, and the wallet-sized certificate cards for rank advancement and merit badge completion. Make sure all of them are dated and signed or initialed by the appropriate Scout leader. All of the cards are the same size and can be safely kept in plastic protector pages (available commercially). **IT IS EXTREMELY IMPORTANT THAT YOU KEEP THESE DOCUMENTS IN A SAFE PLACE AND DO NOT LOSE THEM!!!** If it should happen that there is any discrepancy or missing records, your personal records are your most important allies in proving what you completed.



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NEW SCOUT ADVANCEMENT PROGRAM

Troop 144's New Scout Advancement program will consist of a structured approach designed for younger Scouts (young men who are 11 – 13 years old and/or have just joined) that will enable the active Scout to advance from the rank of Scout to the rank of First Class within 18 months. As in the past, Troop 144 will maintain a New Scout patrol that will, hand-in-hand with the appropriate Troop Guide and Assistant Scoutmaster, participate in this experience.

We want to help new Scouts advance by focusing on First Class skills requirements, and to provide an introduction to Boy Scout outdoor opportunities that are age and skill appropriate (including patrol camping, hiking, backpacking, cycling, Camporee, etc.). In addition to working on skills necessary for rank advancement, participants will work on merit badges that are related to core scouting skills (Camping, Cooking, First Aid, Swimming, etc.).

Program Specifics

Upon cross-over or, if not previously a Scout, joining the troop, Scouts will begin work on skill requirements from Tenderfoot through First Class. Youth leaders (Senior Instructor and Instructors) along with the members of the senior scout patrols will work with the new Scouts to ensure they have a working understanding of knots, lashings, tot'n chip, firem'n chit, first aid, CPR, no-trace camping and cooking. The Scoutmaster and/or his assistants will be responsible for testing these skills and signing off the requirements when completed.

An active Scout having crossed over from Webelos should be able to complete all Tenderfoot requirements by July (or Troop 144's week of Summer Camp, whichever comes first). For an active Scout, Second Class requirements should be completed by November of the first year of participation. The Scout should complete First Class requirements by June or July of the next year.

In order to assist the junior Scouts with their advancement, senior Scouts should plan at least two skills-based outdoor experiences to occur within the first four months after cross-over. During this same time period, PLC's should focus on ensuring the successful teaching of core scouting skills during Troop meetings, patrol meetings and Troop games.

Though the initial program may appear repetitive to senior Scouts, there are many gains to be made in terms of instruction skills, leadership and ensuring a solid progression of skilled Scouts. Additionally, there is no better way to learn a core skill than to teach it. These mentoring opportunities will also serve to prepare the senior Scout for rank advancement Boards of Review.



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PARTICIPATION

Troop 144 has an exceptional program designed around **active** Scouts. Our program is intended to provide Scouts with a wide array of exciting outdoor experiences and life skills and to effectively promote Rank Advancement. As such, Troop 144, in concert with the Boy Scouts of America National Program, encourages Scouts to attend all activities to build their knowledge and skills. From the advancement perspective, this is a component of **Showing Scout Spirit**.

It is the express goal of Troop 144 to develop highly motivated youth who incorporate the leadership skills they learn in Scouting in every aspect of their lives. It is understood that well-rounded Scouts have church-related, academic, and school-related extra-curricular involvements as well as Scouting. As such, it may be necessary for a Scout to miss a specific meeting or outing. It is the **individual Scout's** responsibility to notify, either in writing or verbally, their Patrol Leader or Senior Patrol Leader (SPL) in advance of **any** absence (**A Scout is Courteous**). Consistent absenteeism, just as in a Scout's academic or athletic life, will have a direct impact on advancement. It should also be noted that Scouting is a team effort. A Scout has a very real responsibility to his team, specifically his patrol and troop (**A Scout is Loyal**). Scouting's National Program does not specifically indicate a percentage attendance at meetings and outings (but does mandate a number of available activities). It is Troop 144's policy that advancement impacts will occur if a Scout cannot maintain an activity level greater than 50%. **As previously stated, however, it is preferred that all events, whether weekly meetings, service projects or weekend outings, be fully attended.**

Elected Boy Leaders of the Troop are directly accountable to the SPL and must notify the SPL and/or the Scoutmaster, either in writing or verbally, in advance of an absence. The elected Boy Leader must also arrange for coverage of his position during his absence.

Per this policy, the Patrol Leader will maintain and communicate participation data to the Senior Patrol Leader and to the Scoutmaster when requested and in advance of any scheduled Scoutmaster Conference related to advancement. Any conflicts resulting from the administration of this attendance policy will be dealt with in accordance with the Conflicts Resolution policy herein incorporated.

Participation Opportunities:

1. Weekly Patrol and Troop meetings;
2. Campouts and/or outdoor activities;
3. Boy Scout Resident Camp or High Adventure Camps;
4. Service project participation;
5. Fundraising to defray individual activity and Troop operation costs;
6. Participation as a Boy Scout summer camp counselor or activity in an OA function or as an OA leader; and
7. National Jamboree or National Order of the Arrow Conference (NOAC).

RECOMMENDED READING

- Boy Scout Handbook (No. 33105)
- Current year's Boy Scout Requirements (No. 33215)
- Merit badge pamphlets

ACKNOWLEDGEMENTS

- The Scoutmaster Handbook, (No.33009)
- Advancement Committee Policies and Procedures, (No. 33088B)



Uniform and Equipment

The Scout uniform and personal items are available at the Council Service Center, District office and by mail-order through the Boy Scouts Catalog.

The Scout uniform must be worn at Troop meetings. A Scout not in complete approved uniform will be asked to either (a) return home to dress in proper uniform before attending the meeting, or (b) remain at the meeting, not be counted present, and not allowed to participate with the other Scouts who are in uniform.

The designated uniform must be worn to and from all camping trips. Scouts not in the complete designated uniform will be asked to return home to dress properly.

The Scout Master out of a specific necessity can modify the uniform on an individual event basis. Should modification need to continue then the modification should be brought before the troop committee (following the policy change process) for modifying this policy.

1. Class A Ceremonial uniform

- a. Scout pants or shorts, Scout shirt, Scout socks, Troop T-shirt.
- b. Scout belt (canvas web or leather with Scout buckle).
- c. Scout neckerchief and slide or bolo.
- d. All current patches sewn in the proper places.
- e. Merit badge sash.
- f. OA sash is not to be worn except to OA events or where directed by the Scout Master.
- g. Closed toe shoe.

2. Class A uniform

- a. same as Class A above
- b. Eliminating the neckerchief, slide or bolo and merit badge sash.

3. Class B uniform

- a. Troop T-shirt, Scout shorts, Scout socks or white socks.
- b. Scout belt (canvas web or leather with Scout buckle).
- c. Any type of closed toe shoe (hiking boots, tennis shoes, etc.)

4. Class C Uniform

- a. Casual dress as designated by the Scout Master or organizer of the event
- b. Requires Scout Master approval

Insignia

- a. The Troop will furnish the Council strip, Troop numbers, and badge of rank, World Crest, Quality Unit award, and Patrol patches.
- b. Insignia is to be worn in the proper place on the uniforms.
- c. All awards and honors are to be worn when in Class A uniform.
- d. Class A Ceremonial uniform is required for all Courts of Honor, Board of Reviews, and other designated occasions, such as Eagle Courts of Honor.

Equipment

The troop should be considered an informational resource before purchasing equipment to be used on scout functions. Tents as well as other items such as stoves and sleeping bags have specific restrictions. Scouts should speak to the Scout Master or Quarter Master for guidelines on equipment purchases and approval to use equipment on scout outings.



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Uniform Recycling

The troop will maintain donated scout clothing that can be used by scouts as needed. Scouts and Parents are encouraged to donate uniform and equipment not needed back to the troop for use by other scouts. The Troop Committee will assign an adult to be responsible for the donated uniforms with the responsibility maintaining a written inventory of the items and making the troop, especially first year scouts, aware of the available items.



Outdoor Program

Yearly Permission Slips

Each year at re-charter, as a scout joins the troop or as needed scouts will complete a troop outing permission form that will give them permission to travel with the troop. The permission slip will include parental signatures, emergency contact information, Medical Information (detail information on required medication, dosage and other approved medication) Medical Insurance Information. The permission forms will be kept on file through the Troop Secretary or their designee. A copy of the troop permission form will be included in all Troop Outing books. As information changes it is the responsibility of the parents to update their information with the troop.

Trip Registration

To attend any troop outing a scout must be registered for the trip at least 2 weeks in advance of the date of the trip or outing. Registration will include:

1. Parental signature
2. Trip payment
3. Current medical information or verification of medical information

Tour Permits

Tour Permits are required by BSA policy and ensure insurance coverage from BSA when completed properly. All outings away from Blair Road United Methodist Church require a Tour Permit. Tour permits will be the responsibility of the Outdoor Chairperson or their designee to properly complete. All tour permits will be kept on file by the Secretary and a copy will be included in the Troop Outing Book for each trip.

Troop Outing Leadership

Troop outings are normally decided at the Annual Planning. Troop outings on an as needed basis can be changed by a vote of the Troop Committee. All outings will be coordinated by the Outdoor Chairperson or their designee. All Outings will have a Scout leader (SM or ASM) assigned to the event and present at the event. Troop 144 follows the BSA standards of 2 deep leadership. Additional adults are required as necessary for the number of scouts registered for the outing.

Troop Outing books and Post Outing Report

All Troop outings will be prepared in advance by the Outdoor Chairperson or their designee. All outings will be documented through the Troop Outing book. A troop outing book will be prepared for all outings and will include the following items:

1. Scoutmasters report on goals for the outing
2. Written information on outing including; where, when, who reservations were made through and by, copies of any receipts.
3. A list of Scouts attending the camping trip
4. A list of parents attending the camping trip
5. A list of drivers on the trip, proof of adequate insurance for each driver and safety belt verification, and cell phone numbers if available.
6. Directions and Map to the location with copies for each driver.
7. Completed Tour permit
8. A trip funding outline and balance sheet



Post Outing Report – The post outing report should include:

1. The Scoutmasters report on the outing including evaluation of Goals set in the Scoutmasters outing report and a detailed list of scout requirements completed on the trip. The report should include any issues and their resolution.
2. A complete accounting of the costs on the trip.
3. A report on any problems or issues along with any necessary suggestions on how to correct any problems.

Trip Costs – Scouts will be responsible for paying for the cost of the outing. The cost will be determined in advance and will be presented to the troop at least 2 months before the scheduled outing. All trip information will be disseminated to parents through handouts to the scouts and by posting the information on the troop website.

Costs will include:

1. All food
2. Site costs
3. Transportation costs
4. Miscellaneous and emergency expenses

Food costs are determined by a per meal price:

1. \$1.00 per boy for evening snack.
2. \$2.00 per boy for each breakfast.
3. \$2.00 per boy for each Lunch.
4. \$3.00 per boy for each Dinner.

A typical Friday to Sunday Trip will include 2 evening snacks, 2 breakfasts, 1 lunch and 1 dinner. A trip would then be estimated for food at \$11.00 per registered scout. The Grub master for the each patrol would be given in advance \$11.00 per registered boy and be responsible for purchasing the necessary food for the outing. Each grub master is responsible to keep an accounting of the money spent and turn in receipts.

Travel costs will be .40 cents a mile for the vehicle pulling the trailer. Gas costs will be covered for all designated drivers. Gas Costs will be determined by taking the current price of a gallon of Regular Gas (average of three local gas stations) and dividing the average mileage of 20 miles per gallon divided by the total miles in the trip. Example: price per gallon \$1.80, miles for trip 100 (Divided by 20 miles per gallon) equals \$9.00 per designated driver. Gas costs will be included in the trip costs. For Designated drivers gas costs will be paid ½ cost for one way and full cost for both ways. Gas costs donated to the troop will be recorded as a donation but will not reduce the cost of the trip. All trip costs will be accounted for in the balance sheet at the end of the trip. All emergency costs must be documented with a receipt and will be reimbursed from the troop account. Emergency expenditures must be approved by the Scoutmaster, ASM in charge of the trip or Committee Chairperson before spending the money.

Funds for Trips

The Outdoor Chairperson and the Treasurer are authorized to develop the most appropriate methods for handling the finances for troop outings. It is recommend that the troop maintain an account for outings that has access through ATM cards that can be used by outing leaders for gas expenses or emergency needs.



Scout accounts

The Troop will maintain an account for each scout where money earned at fundraisers and put in by parents can be used to pay for troop outings. The money earned by the scouts will be designated as "Troop Bucks". Troop bucks will be determined at the time the fund raiser is developed and presented to the troop committee for approval.

GENERAL CAMPING GUIDE

SCOUTS PLAN THEIR OWN TRIPS:

1. Type of Activity / Type of outing
2. Meals – including the shopping
3. Duty Roster Preparation
4. Training / Activity Agenda

REQUIREMENTS FOR ATTENDANCE:

1. Attendance at Troop meeting
2. Scout-like conduct during all functions
3. Yearly Permission slip on File with Registration for trip and fees must be submitted two weeks prior to the trip
4. Food fees are included in the cost of the trip
5. Be at the departure location 30 minutes prior to departure to handle personal and troop gear and check in. The Troop will depart on time.
6. Gas fees are included in the cost of the trip.

EQUIPMENT REQUIREMENTS

1. Sleeping bag/bed roll
2. Mess Kit
3. Hygiene kit
4. First aid kit/sun protection
5. Water Bottle
6. Map and Compass
7. Matches and fire starter
8. Pocketknife
9. Tent (or share a tent with a buddy)*
10. Proper clothing (with rain gear – poncho/rain suit). Please read Chapter 9 of the Boy Scout Handbook. A checklist of essential items is on pages 224 – 225

*NOTE: The Troop can provide a limited number of tents

Restricted Equipment

1. Electronic Gear
2. Weapons of any type
3. Unapproved knives
4. Drugs (unless prescription and detailed in the registration form)
5. Alcohol
6. Cigarettes and tobacco products

Cell Phones

Cell phones are approved to be carried in day packs. Their use for any other reason other than emergency calls requires Scoutmaster Approval or the Assistant Scoutmaster designated in-charge of the outing prior to using the phone. Improper usage by the scout will be grounds for the phone to be confiscated until the troop returns home. Other violations will be handled per troop policy. The choice to bring a cell phone is that of the scout and his family.



Exceptions: Equipment exceptions can be made by the Scoutmaster or the Assistant Scoutmaster designated in-charge of an outing. **The troop assumes no liability for the loss, damage or theft of any scout equipment.**



Trip planning Considerations

Site rules

1. Troop gear and facilities will be setup before patrol and individual setup
2. The Buddy System will be used at all times
3. The Totin' Chip rules will be followed at all times
4. The Patrol method will be followed (duties)
5. Respect of fellow campers and equipment is expected
6. Observation of the Outdoor Code –
 - As an American, I will do my best to
 - Be clean in my outdoor manner
 - Be careful with fire
 - Be considerate in the outdoors
 - Be conservation minded

Although all Scouts are expected to conduct themselves appropriately, adult leaders in attendance will ensure that safe practices are followed in all activities

Backcountry areas are places to seek solitude and a wilderness experience away from crowds, noise and daily pressures of life. By using "Leave No Trace" skills, trail users can reduce their impact on the diverse, fragile and spectacular areas in our country. The following are guidelines that will assist trail users in successfully enjoying the American wilderness.

Fires

1. Use a lightweight stove for cooking rather than building a fire.
2. If having a campfire, use existing fire rings instead of building new ones.
3. Build fires only where appropriate, away from trees, rocks, shrubs and meadows.
4. Make sure the fire is dead out.
5. Scatter the ashes and naturalize the area.
6. Use only dead and down wood. Never cut green trees or bushes.
7. Know the fire restrictions for the area.
8. Replace sod or ground cover to ease burn scars.

Sanitation

1. Burn food scraps completely in a fire or put them in a plastic bag and carry them out.
2. Pack out everything that you pack in.
3. Do all washing 50 feet (about 75 steps) away from camp and water sources.
4. Dig latrines 200 feet or more from camps, trails, and water sources.
5. Bury sump holes and latrines when you are through with them and restore ground cover.

Horses and pack animals

1. Keep groups small and carry lightweight equipment.
2. Keep the number of animals to a minimum.
3. Select a campsite that has enough feed for your stock.
4. Keep stock 200 feet or more away from lake shores.
5. Bring pellets, grain or weed-free hay to areas where feed is limited or grazing is not allowed.
6. Remove or scatter manure; remove excess hay or straw.
7. Use hitch lines, hobbles and pickets to constrain pack animals. Hobble or picket in dry areas. Tie to sturdy trees or rope.
8. Move picket pins and temporary corrals several times per day.



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Courtesy

1. Hikers step off trail to let horses pass.
2. Do not pick wildflowers. Enjoy them where they are, then leave them for others to see.
3. Keep noise down when you are around other campers and hikers. Leave radios and tape players at home.
4. Attempt to be as courteous to others as possible. Excessive noise, unleashed pets and damaged surroundings distract from the quality experience in the backcountry.
5. Please remember that visitors can help preserve these sites for future generations by not disturbing them in any way.

More information

The National Leave No Trace program, which advocates leaving minimal impact while using an area for recreation purposes, is another good source of information. This program provides comprehensive information that can assist in achieving a stewardship ethic. For more information contact – The National Leave No Trace Program at 1 (800) 332 - 4100

Camping Trips

Camping is a special part of the Scout program and the objective of the Troop is to have an outing every month. Scouting is outings, and outings are where you show and do. Remember, three-fourths of Scouting is outing.

A one-week summer camp highlights our summer program and is recommended for all Scouts at a very moderate cost, approximately \$140.00 plus spending money. The Troop currently attends summer camp at Camp Grimes for our summer camp programs. Troop scholarships maybe offered (based on need) if funding is available.

One and two week programs are held for leadership and conservation training, both locally and throughout the U.S. You may obtain information about these camps from the Scoutmaster or the local Council Service Center.

Special trips (long weekends, one or two week trips out of state, etc.) are held periodically in addition to the monthly outings. A special Super Trip is held periodically as approved by the Troop Committee and Adult Leadership. Fund raising is used to help offset the costs.

Camping Rules Include the Following:

1. The Patrol Leader will be responsible for making sure his Patrol has adequate tents and Troop furnished equipment for each camping trip. This should be done on a designated week night prior to the weekend outing.
2. The Patrol Leader will be responsible for checking out and returning the equipment to the Troop Quartermaster. Lost equipment must be paid for by the Patrol. Repair or replacement of intentionally damaged equipment will also be at the expense of the Patrol or responsible party.
3. The Patrol Leader will be responsible for assigning, to different Scouts, equipment that needs to be carried home for cleaning or drying. He should make sure all equipment is returned in a timely manner and in proper prescribed condition.
4. No bottled or canned drinks will be permitted on camping trips without the prior approval of the Scoutmaster.



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5. Scouts who have told their Patrol Leaders they are planning to go on a camping trip must pay their share of the food cost even if they cancel, unless the Patrol Grubmaster has been notified before he has done the grocery shopping. Money must be paid in advance of the trip.
6. No radios, tape players, CD players, video games or coolers will be allowed on any working camping trip. On fun camping trips, prior permission of the Scoutmaster must be given.
7. No cots of any kinds will be allowed on working camping trips.
8. Scouts, who have not reached the rank of First Class, must have a Scout Handbook at all times, even on outings. Exceptions will be given by the Scoutmaster.
9. Patrol Leaders are required to have Patrol Leaders Handbook on all outings.
10. Scouts should not take money on an outing unless it is requested by the Scoutmaster during trip planning meetings.
11. The campsite will always be left as clean as or cleaner than it was when we arrived.
12. No sheath knives will be allowed at any time. Only folding, locking type pocket knives may be used. Before a Scout can carry or use a knife, he must be First Class or have completed his 'Tote-n-chip' training.

Camping suggestions: The sleeping bag should be packed in a waterproof stuff bag or large plastic trash bag. Extra clothing should also be packed in plastic bags in order to insure dry clothing. Any food carried in the backpack should be packed separately by meals and in waterproof bags (such as zip-lock bags). Axes and other sharp tools should be sheathed at all times when not in use. Food should never be stored inside the camper's tent.

FAILURE TO COMPLY WITH THE ABOVE CAMPING RULES MAY RESULT IN THE SCOUT NOT ALLOWED TO GO ON THE NEXT OR SUBSEQUENT TRIP.



Fire Policy

Low impact camping is strongly encouraged and having a fire for the sake of having a fire is discouraged.

1. All camp/park rules concerning fires supercede this fire policy.
2. All allowed campfires must be built within a fire ring – either provided at the campsite or with rocks.
3. All ground cover within six (6) feet of the fire ring must be removed before any fire is begun.
4. A filled fire bucket, a filled dirt/sand bucket, and a ground beater of some sort must be near the fire.
5. All fires must be started without liquid fuel unless direct permission is received by the Scoutmaster or an Assistant Scoutmaster in charge of the camp.
6. Scouts are permitted to carry matches to campsites – for proper use only. Proper uses of matches are:
 - a) Lighting campfires
 - b) Lighting camp stoves
 - c) Lighting camp lanterns or candles
 - d) Whipping the ends of a nylon rope, and
 - e) Sterilizing needles and knives for first aid activity

Any other use requires permission from the Scoutmaster or Assistant Scoutmaster in charge of the camp. SCOUTS ARE NOT PERMITTED TO CARRY LIGHTERS.

7. Fires or open flames of any sort are not permitted in tents, in areas outside of the campsite, in-groups of Scouts participating in activities not normally associated with the need for fire, during play or fun activities, in traveling vehicles, or any other dangerous condition.
8. Scouts are not permitted to PLAY with fire. This policy is general in nature; however it includes, in part, any removal of burning wood or coals from the campsite, building blowtorches and burning or smoking sticks/twigs outside the campfire.
9. In addition to these Fire Policy items, all BSA rules concerning fires found in the Boy Scout handbook are still in effect.
10. Attention is directed to the Boy Scout Handbook, which includes the paragraph that reads as follows:

NO FLAMES IN TENTS

Keep *all* flames away from tents. Never use candles, matches, stoves, heaters, or lanterns in or near tents. No tent is fireproof. All of them can burn or melt when exposed to heat. *Flashlights only!*



Equipment Guidelines

Gear to Pack

Examples of items to consider packing

Day Pack	Backpack / Clothes	Equipment
Sunscreen	Personal Hygiene Tooth brush/ tooth paste.	Biodegradable soap (same to wash dishes)
First Aid Kit (small personal)	Socks (one pair per night plus one)	knife, fork, spoon, personal Pan or plate
Water bottle	T-Shirt (sleeping)	Rope (parachute cord)
Survival Kit (may have first aid kit included).	Underwear	
Matches and Waterproof match holder (optional) (No Lighters)	Towel	Gloves as appropriate for conditions
Hiking Boots	Pillow	Rain Gear Pencil/notebook
Toilet Paper	Pants	Pack & Cover
Compass	Shirts	Sleeping Bag
Scout Handbook	sweat shirt	Pad
Watch	long johns	Tent – Boys can buddy up
Athletic shorts (sleeping)	Jacket	Ground Cloth
Flashlight (AA batteries preferred)	hat or cap	Water purifier (optional)
Utility tool (optional)		

Patrol Equipment (items available in Patrol Chuck Boxes. Each Patrol is responsible for ensuring their chuck box is complete)

Stove (Patrol Equipment), Cooking Gear, spatula, Pot with cover, Pot with handle, Plate, Cup, Coffee can with handle (optional), Glove, Spices, Oil, Kitchen Sink, Small Grill (optional), Aluminum foil (optional), Cleaning Equipment, Paper towels, Garbage bag, Scotch Brite, Biodegradable soap, Sponge, Camp Accessories, Knife (no sheath or serrated knives)

Backpacking/Camping Gear

Do's and Don'ts

- Don't spend a lot of money on items that will be outgrown.
- Don't go out and buy everything right away.
- Don't buy equipment without first determining that it is right for you and your needs. Don't be fooled by high tech or high priced equipment.
- Don't be fooled by low tech or low priced equipment.
- Do shop around for both price and function.
- Do expect to get what you pay for.
- Do expect your equipment to last (if properly taken care of).
- Do buy backpacking gear first (backpack, sleeping bag, sleeping pad) and add extras later.



Typical Equipment for Backpacking

Sleeping Bag:

One of the most expensive items you will need. There are two basic types – down or synthetic. Down – is the best insulator, it will last forever and is expensive. A down bag requires careful laundering and care. Down will not be a good insulator when wet. Synthetic – Fiber bags are bulkier and heavier for the same temperature range. They are easy to clean, require less care and are more economical. This bag will retain some of its insulating properties when wet.

Factors to Consider:

Temperature Rating – Gives the lowest recommended temperature that the bag was designed for. It does not mean that you will be toasty warm at this temperature. Weight and Stuffed Size Bag Size – Shoulder and foot width and overall length Style - Mummy or Rectangular

Recommendations:

Try it on. You get what you pay for – buy quality and plan on growing into it.

Accessories:

Stuff sack – usually comes with bag Storage bag – sometimes provided with bag

Optional Equipment:

Compression, Pillow, Liner

Sleeping Pads:

Sleeping pads are essential for warmth and come in numerous shapes, sizes and styles. Prices range from less than \$10 to \$100. Plain Foam pads will provide warmth, are subject to become wet and stay wet. They are bulky but light, will not last long and are inexpensive. Open Cell pads are warm, more durable, bulky, lightweight and waterproof. They are also inexpensive and will provide the same comfort level as foam pads. Self-Inflating pads are very warm, very durable, and waterproof. They are lightweight and smaller than the other types when rolled. They will provide more comfort and can be converted into a lightweight camp seat. These will be higher priced.

Factors to Consider: Size when packed is the most important consideration.

Optional Additions:

Self-inflating pads can be converted into a camp seat.

Back Packs:

It is essential when buying a pack that it fits the wearer properly. Some frames are adjustable. There are two basic types – internal or external frames. Which you choose is a personal choice. Internal frame packs are more expensive, more comfortable, and easier to custom fit and usually have external pockets and attach points. This pack will be longer and narrower and therefore more difficult to pack and unpack, have a smaller capacity and a smaller fit range. It will become hot when carrying but provides good weather protection for gear. External frames packs are less expensive, have more pockets and are easy to pack and unpack. The back is ventilated but it is not comfortable. It will have a larger fit range (allowing room for growth). The sleeping bag is usually more accessible. It will not provide much weather protection for you sleeping bag.

Factors to Consider:

Current body size and expected growth Durability – do not buy a cheap pack – it will not last make sure that the pack fits Capacity – 3,000 – 4,000 cubic inches should work fine Good Quality hip belt that FITS and includes comfortable Shoulder Straps.



Optional Additions:

Pack Cover

Day Pack / Fanny Pack – Some packs have a removable fanny pack Day Pack. Day packs are used all the time on outings and campouts – an old book bag works fine

Hiking Boots Description:

NO SNEAKERS OR OPEN TOED SHOES. SHOES MUST FIT RIGHT – and have lug type sole. These should be a mid height with firm to stiff upper of leather or nylon.

Factors to Consider:

Lighter weight boots (day hikers) usually have softer soles which wear faster. They also offer less support and are less stable on harder terrain but are lighter, more comfortable and are cooler. Heavier weight boots offer more support, last longer and are more stable. They may be less comfortable but are warmer. No hiking boot will stay or be completely waterproof. They will probably be outgrown before they wear out. Make sure you break them in before backpacking.

Recommendations:

Try them on with a hiking sock and a liner sock. Do not buy them too large expecting to grow into them. Laces should be drawn tight and heel should not move. There should be ample toe room for them to wiggle. Look for good arch support.

Cooking Gear:

Backpacking stove with two types of fuel, canister and liquid. Canister Simple to use, fully adjustable flame, dependable, individual fuel containers are bulky, not refillable and not available everywhere (butane & propane gas). Liquid Fuel Most stoves will run on two or more types of fuel (Coleman fuel, unleaded gas, white gas or kerosene). Liquid fuel is always available – adjustable flame – dependable – durable.

Accessories: Fuel Bottle Case for Stove.

Tents: Tents come in a wide variety of shapes and sizes. The troop has tents that the boys can use on camping trips. Tents purchased by or for the boys are usually single person tents. They can be free standing or require being staked to the ground. Tents should have a full rain fly. They can have fiberglass or Metal poles. They can have vestibule created by the rain fly. They can be many different shapes.

Factors to Consider: Before a tent can be used on a trip it must be approved by a Scoutmaster or Assistant Scoutmaster. Will the tent be used for back packing? If so weight is an important factor. Will the tent be used in the winter? If so a 4 season tent may be necessary. Does the tent have a full rain fly? Does the rain fly fully cover the tent going almost to the ground on all sides? The tent should have a good sized vestibule for storing backpacks while hiking.

Recommendations: Do not purchase a tent until you are familiar with all the options and recommendations of the troop. While boys are sharing a tent the use of troop tents is highly recommended. Tents can often be incorporated into a goal for the scout. Once they achieve that goal they may receive the tent to use in scouting.



Equipment Check off List

Essential List

- Map
- Matches
- Compass
- Knife (folding)
- First Aid Kit
- Watch
- Survival Kit*

All Trips

- Water Bottles
- Food
- Toilet Paper/Towel
- Cord
- Day Pack (summit pack)
- Scout Book, Pencil, Paper

Overnight Gear

- Pack and Cover
- Garbage Bags
- Sleeping Bag & Pad
- Clean up gear (soap, scotch brite pad)
- Ground Sheet
- 1 Glove for Cooking
- Bear bag
- Flashlight & fresh batteries
- Mess kit (spoon, cup, bowl)
- Matches & fire starters
- Stove & Fuel
- Food
- Cook wear as required

Optional Gear

- Backpacking Pillow
- Camp Seat
- Tent, poles, stakes & Gaiters
- ground cloth
- Fork, plate
- Cooking Spices.
- Water Purifier

Clothing

- Boots
- Jacket
- Hiking socks and liners
- Gym shorts & shirt for (2 – 3 pairs) sleeping

Clothing (Continued)

- Heavy pants – NO JEANS
- Rain gear
- Shorts
- Cap or hat
- Underwear
- Sweat Shirt
- T Shirt
- Cold weather gear as needed
- Gloves
- Parka
- Knit Cap
- Snow Pants
- Long Underwear

Personal Gear

- Soap
- Bug Repellant
- Toothbrush & toothpaste
- Towel
- Sunscreen
- Lip Balm

Survival Kit

- Matches
- Fire Starters
- Whistle
- Compass
- Fishing Line/Hooks
- Signal Mirror (metal)
- Cord
- Spare Blanket
- Duct Tape
- Flash light and extra batteries
- Knife
- Water purification tablets
- Medical Tape
- Gauze pads
- Antiseptic
- Mole skin
- Needle/thread
- Small Lifesavers
- Saw
- Cell Phone (Cell phones without current service can still dial 911)



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Things to Remember

- Plan ahead for what you will need and what you might need. Don't over pack with extras you really don't need.
- Weight and use are the only factors you should consider. Comfort is always a secondary consideration.
- Always plan on conditions being worse than you think.
- Always plan on staying longer than you think. You may want some extra essential items.
- Use past experience to determine what to bring.

Helpful Websites

Campmore www.campmore.com (800) 226 – 7667

Recreational Equipment Inc. (REI) www.rei.com (800) 426 – 4840

www.camping.about.com

www.rei.com

www.camping4less.com

www.gorp.com

For outdoor gear reviews:

www.gorp.away.com/Gorp/Gear.main.htm



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Conflict Resolution Guide

Troop 144 strives to teach scouts to live by the principles outlined in the BSA's Scout Oath and Scout Law. Scouting should be fun and challenging. Scouts deserve a safe and supportive environment in which to have fun and grow without unnecessary physical roughness, physical and verbal intimidation, foul and offensive language or disrespectful behavior. All scouts should help build troop unity and an effective, enjoyable scouting program.

Scout Oath, Law, Motto and Slogan

The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto and the Scout slogan. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.

Scouting Methods

- Scouting is a fun activity leading to personal growth.
- Scouts work in patrols requiring cooperation, teamwork and organization.
- Patrols and the Troop are led by scouts (youth leadership).
- The Scoutmaster and Assistant Scoutmasters provide positive adult examples and support.
- Outdoor activities are fun and give scouts the opportunity to develop and test new skills, to learn about nature, and to work in patrols.
- The advancement program challenges scouts to learn new skills and information, and to gain self confidence and recognition for their achievements.
- The scout uniform allows the scout to identify with the scouting movement and encourages a positive self image. It reflects his commitment to the aims of scouting.
- The ideals of scouting are expressed in the Scout Oath, Law, Slogan and Motto.

Leadership is a Partnership

Troop 144's leadership is a partnership between scouts and adults. The Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders and other members of the Patrol Leaders' Council (PLC), with the assistance of the Scoutmaster and Assistant Scoutmasters, work with the other members of the troop to develop and execute a safe, enjoyable and effective scouting program (see BSA Junior Leader Handbook, for information on shared-leadership principles). The Troop Committee and the Charter Organization representative participating in this partnership by working with the Scouts and Scoutmasters on program planning, record keeping, recruitment, finances and health and safety issues.

Scouts Become Responsible Leaders

Adult responsibility for the functioning of the Troop and its programs rests first with the Troop Committee and the Scoutmaster. The Committee provides overall supervision of the Troop program and critical support to the scoutmasters and junior leaders. The Scoutmaster and his assistants have responsibility for the program but strive to transfer leadership and planning of program activities and troop meetings to the Senior Patrol Leader and other junior leaders. They, in turn, delegate leadership and planning to Patrol leaders as appropriate or necessary. The adult leadership looks to the scouts and their elected junior leaders to address problems of discipline and order according to Troop policy as outlined below. Adults should encourage junior leadership by referring questions and decisions to the appropriate scouts for resolution.



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Scouts share responsibility for keeping order at Troop functions. Disrupting Troop or Patrol activities not only undermines Troop and Patrol unity, it deprives serious scouts from enjoying the program fully and runs counter to the spirit of scouting. When conflicts or disorder arise, scouts should seek assistance in resolving them from other scouts, junior leaders and adults.

While junior leaders are charged with developing and implementing the scouting program, keeping order, and encouraging unity, the Troop Committee and Scoutmaster are ultimately responsible for the conduct of the Troop. Leaders **will not** use physical force to implement decisions, enforce rules of conduct or punish unacceptable behavior. Junior leaders are NOT permitted to expel scouts from Troop meetings or events. Force applied as far as possible to avoid injury may be used only to restrain a scout from hurting himself or others.

Troop 144's Norms of Personal Behavior:

"A Scout is Helpful, Friendly, Courteous, Kind, Obedient, Cheerful..."

Scouting events should occur in a friendly, safe, and affirming environment in which scouts have fun and can grow as persons. Scouts come in different sizes and shapes at different levels of emotional and cognitive maturity with different physical capabilities. Scouting activities should be planned with this in mind. Scouts in the normal process of growing up often do not appreciate their own strength and therefore may hurt one another when they play in a 'rough-and-tumble' fashion as they did when they were smaller. Some scouts may think that tough talk and rough behavior improve their status in the eyes of their peers, but among scouts this should not be so. Foul or threatening language demeans the character of the speaker and violates the spirit of scouting.

The BSA discourages troops from playing games that involve unnecessarily rough physical contact. Troop 144 will strive to offer games that every scout can play, encourage cooperation or teamwork, involve practice in scouting skills, or embody other values that do not result in bad feelings or unreasonable risk of injury. Junior leaders enjoy scout games, but as participants can find it awkward to resolve conflicts. Therefore, an adult leader should always supervise Troop games and be ready to intercede when norms of behavior are violated.

Here are some examples of **inappropriate behavior that should not be tolerated** at scouting events (and indeed, if the principles of scouting are to be taken seriously, not ever):

- Failure to follow reasonable directives of an adult or junior leader
- Unnecessary or inappropriate physical roughness
- Threatening or intimidating another person by word or action
- Foul language that offends or degrades common decency, as well as negative and derogatory banter
- Actions or language offensive or discriminatory with respect to race, religion, ethnicity or sexual orientation
- Behavior that displays disrespect for other persons, personal property or the environment
- Smoking or use of tobacco products by minors, or by adults in the presence of scouts
- Possession or use of fireworks
- Unauthorized use or possession of firearms or other weapons



- Use or possession of sheath knives (or any knife with a blade longer than the standard scout knife blade), axes or hatchets without permission of the Scoutmaster or other responsible adult leader
- Use or possession of alcoholic beverages or controlled substances (except medication of which the adult leadership has been made aware)

This list is not exhaustive. Both junior and adult leaders must judge cases as they arise, and those under their leadership must respect their authority to make judgments. A scout should obey any direct order from an appropriate junior or adult leader. Disagreements with such judgments and the corresponding orders should be pursued only after the directive has been obeyed. Deliberation of the case should occur apart from the original event(s) that led to the disagreement. See below for the procedure to follow when conflicts or disruptive behaviors persist.

Enforcement of Norms of Personal Behavior

The Scoutmaster and his assistants monitor the behavior of scouts in the Troop to ensure that reasonable standards of scout behavior are observed at all scouting events. If an unacceptable situation arises, and junior leaders are unable to restore order to the group, the Scoutmaster or his assistants or a designated adult should intervene. (See *BSA Scoutmasters Handbook*.)

The Scoutmaster, Assistant Scoutmasters, and other designated adult leaders should follow the procedure outlined below when disciplinary problems arise:

Stage 1) The first step is to ask the offending scout respectfully to stop the inappropriate behavior, to describe acceptable alternatives and to suggest that continuation of the behavior will warrant an official warning. The scout should understand that his behavior disrupts a scout activity or interferes with another person's participation in such an activity. He should acknowledge his responsibility for the actions and try to compensate for their effects. Some examples: A scout might apologize to the affected parties (possibly the entire troop), explain to the Troop the importance of some relevant portion of the Scout Law, replace or repair broken or lost equipment, or make some other reparative effort such as skill or advancement instruction with a younger scout he had mistreated.

Stage 2) The second step in the event that the scout continues the unacceptable behavior or defies an order to stop is to issue an official warning to the offending scout that his behavior is inappropriate: he is told not to repeat the behavior on pain of disciplinary action. The "warner" should report the event to the Scoutmaster at the earliest possible time. Leaders must judge for themselves when a scout's behavior merits an official warning. Moving too swiftly into the disciplinary process may aggravate rather than alleviate a problem. A leader may also, however, judge that an infraction is severe enough to warrant immediate recourse to a later stage in the process.

Troop 144 recognizes that parents are partners in maintaining discipline within the troop. For this reason, at this stage and all subsequent stages, documentation of the specifics of the incident and parental notification and involvement is required.

Stage 3) If the unacceptable behavior persists, or an official warning is ignored, the scout should compensate for any material or psychological damage he has caused. In the third stage the Scoutmaster or appropriate adult leader will contact the scout's parent(s) or guardian(s) about the problem. The Scoutmaster, at least one Assistant Scoutmaster, and the scout's parent/guardian(s) will devise a plan the scout should undertake to compensate for his inappropriate behavior. The Scoutmaster will inform the Chairperson of the Troop Committee of any such actions.



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Stage 4) If the scout continues the unacceptable behavior after the application of stage three discipline or refuses to accept such discipline, the Scoutmaster will call for a conference attended by the Scoutmaster and at least one Assistant Scoutmaster, the Troop Committee Chair, the offending scout and the scout's parent(s) or guardian(s). The Scoutmaster and at least one Assistant Scoutmaster may suspend the scout temporarily until such a meeting occurs. Here the adult Troop leaders review the Troop's discipline policy, discuss the problems that have occurred, and obtain from the scout and his parent(s) or guardian(s) a commitment to correcting the unacceptable behavior. At the same time, the scout and his parent(s) or guardian(s) can attempt to defend the scout's behavior or criticize any elements of the scouting program that they believe to justify the scout's behavior. Participants at such a meeting should then formulate positive goals and devise a plan to resolve the situation. The Committee Chair will only observe and record the proceedings, or offer material and moral support, without interceding on any party's behalf. If the adult leaders applying the policy disagree strongly on the proper action, they may refer their disagreement to the Troop Committee.

Stage 5) If steps 1-4 above do not result in acceptable behavior by the offending scout, or any party to the agreement reached in the Stage 4 meeting refuses to cooperate, the other parties may ask for a hearing before the Troop Committee. Here the scout's continued membership in Troop 144 will be reconsidered in light of reports given by the Scoutmaster, his assistants and other adult leaders who have observed any of the foregoing events. Some possible resolutions at this stage of discipline include, but are not restricted to, renegotiating a contract with the scout and his parent(s) or guardian(s), requiring that a parent or guardian attend all scouting activities in which the scout participates, or expelling the scout from the Troop. The scout, his parent/guardian(s) and other interested parties may represent the scout's point of view and interests before the committee.

In such a Troop Committee Hearing, the Committee will listen to all interested parties, ask such questions of those parties as it deems appropriate, and either ask for a continuation of the information gathering process, or decide the matter immediately. All interested parties, including Committee members with a direct conflict of interest, will leave the hearing as the remaining members of the Committee commence deliberation of its decision. It is the Committee Chairpersons responsibility to schedule the Troop Committee Hearing either at the monthly committee meeting or be held at an ad-hoc meeting as defined in troop policy.

It is hoped that no disciplinary situation will reach Stage 5. Such problems should be resolved by agreement between scouts and their leadership, in particular with the cooperation and intervention of the Scoutmaster and his assistants. Failing this, it is hoped that appealing to the scout's parents will resolve any such matter. The Troop Committee should address such matters only when a serious disagreement arises between the Scoutmaster/Assistant Scoutmasters and a scout's parent(s) or guardian(s).



Two-Deep Adult Leadership and Transportation

BSA requires that there be at least **two** adult leaders accompanying scouts, especially single scouts, at all scouting events. Scouts should not be left alone with a single adult leader at the end of Troop meetings, and should not be alone in a car with an unrelated adult. We ask parents or guardians to do everything possible to retrieve scouts from scouting events on schedule. Every minute that a particular scout is the last to be picked up is a minute that two adult leaders must remain at the event site. In accordance with the **BSA Rule of Three**, transportation to and from off-site activities (away from Blair Road UMC) should be arranged so that an adult leader does not drive alone in a vehicle with just one unrelated scout. Therefore an adult leader whose son is not among the scouts being transported generally should either not transport any scouts or must drop off the last two scouts in his car at the same time and place.

Scouting is an Opportunity

Scouting activities should provide a safe and friendly environment for young men. It is an opportunity for scouts to grow physically, mentally, and morally. Scouts must treat other scouts and adults with the respect described in the BSA Scout Law. BSA is a voluntary organization and decisions should be made democratically or, whenever possible, by consensus. Planning and decision-making activities are opportunities for scouts to develop leadership skills within an inclusive shared-responsibility framework that responds to minority concerns and sensibilities. And, of course, scouting should always be fun, for scouts and adults!

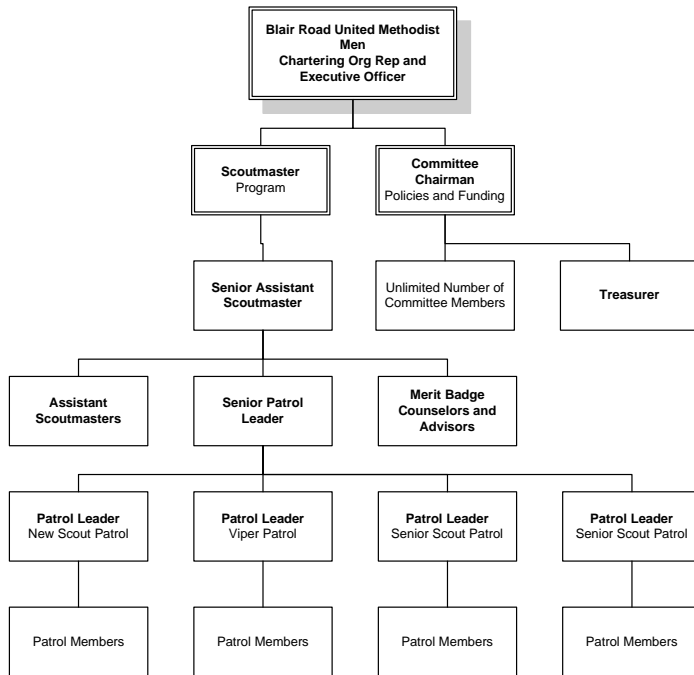


Unit Organization and Conflict Resolution

There are several adults which oversee a Boy Scout troop. The Scoutmaster is the central adult responsible for the safety and program continuity of the troop. Several trained and uniformed Assistant Scoutmasters assist him in troop operations. The Troop Committee, generally composed of any of the Scouts' parents who wish to participate, deals with troop business matters and reports directly to the Chartering Organization Representative. The Committee often creates subcommittees and determines specific adult responsibilities. The Chartering Organization Representative is the liaison handling the relations between a troop's Committee and its chartered organization.

It is expected that all troop participants and volunteers work toward positive, solution-oriented conflict resolution in the following manner:

Any areas of conflict between individuals should be resolved at the lowest level of the chain of command prior to escalation.



Patrol Members should attempt to resolve issues between themselves prior to involving the Patrol Leader. If a dispute cannot be resolved between boys the route of escalation is through the Patrol Leader, the Senior Patrol Leader, the Assistant Scoutmaster(s), the Scoutmaster and then the troop committee.

Adult volunteers have ultimate accountability to the Chartering Organization. Volunteers should attempt to resolve issues between themselves prior to involving the Scoutmaster and Committee Chair. Any significant dispute will be resolved by a group consisting of identified members of the Scoutmaster Corps, the Troop Committee, the Chartering Organization, and, if required, the District or Council. Additional specific adult standards are listed below.



Adult Standards

1. All guidelines explicit and implicit are designed to adhere to the Spirit of Scouting and must be interpreted in that light.
2. Adults involved in transport of Scouts and Scouters must obey traffic laws including speed limits.
3. Gambling is not permitted at any troop or related BSA function.
4. Adults are expected to model polite speech for the Scouts at all times. Explicitly, this excludes coarse jokes, cursing, and any manner of speaking that degrades boys, women, and ethnic minorities, individuals from any particular group or nationality, or any challenged individual.
5. Alcoholic beverages are not permitted at any troop or related BSA function.
6. Adults must not have the odor of any alcoholic beverage on or about their person at any troop or related BSA function.
7. Adults must not be impaired in any fashion by alcohol or any other drug at any troop or related BSA function. The use of alcohol or any other drug is discouraged as it is a poor example to the youth.
8. The use of tobacco products are not permitted in the presence of youth at any troop or related BSA function. The use of tobacco is discouraged it is a poor example to the youth.
9. The principle of "two-deep" leadership must be followed at all times, including merit badge counseling, patrol outings, and advance crews. Merit badge counselors cannot counsel boys one-on-one. There must be at least two boys or at least two adults. Transportation to and from outings must not have a single boy in a car with one adult. At least two boys or a second adult must be in the car. All other activities require two adults.
10. Straight-bladed knives are not permitted at any troop or related BSA function.
11. Firearms are not permitted at any troop function or related BSA functions, including vehicles used to transport boys to and from outings.
12. This list of guidelines is not assumed to be comprehensive. Any principle not adequately covered herein is covered by Rules and Regulations of the Boy Scouts of America and related BSA publications. We hereby recognize this book and the staff of BSA as final arbiters of the rules to follow and their interpretation.
13. When an adult declines to follow these guidelines, the offending party will be contacted discreetly at the request of the committee or Scoutmaster, by Troop Committee chair or Scoutmaster's designees (preferably three but at least two individuals) regarding any pertinent breach of the guidelines. Generally, the committee will inform the party of the problem and insist that there be no further inattention to the guidelines. It is expected that these discrete meetings will rectify virtually all difficulties. Should they fail to do so, the chair, in collaboration with the chair's designees and the representative of the charter organization, reserves the obligation to prevent further participation of the offending party in troop or related BSA functions.



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The list of committee adult assignments is designed to help the organization understand the job of each adult leader. The details of the individual jobs are the responsibility of the individual that accepts the position. Each position has the authority to carry out the tasks necessary to complete their work. Each position is expected to communicate with the rest of the troop through individual contacts, troop committee meetings and the troop website as necessary. All Adults are expected to be trained to position by attending District training in a reasonable amount of time after acceptance of the position. Issues that require Committee action are those that entail the use of scout funds not normally associated with or of an unexpected nature relating to the position or of the need to make policy changes. The need to change that way an area runs or how a particular event occurs is left to the discretion of the adult in that assignment and the Committee Chairperson.

Charter Organization Rep

1. Act as liaison to Blair Road United Methodist Men.
2. Facilitate use of the Scout meeting place [Scout Hut] by all Scouting groups.
3. Maintain close contact with the Chartering Organization's leadership on the support needs of the Troop Committee. Report to the Blair Road United Methodist Men regularly on the Troop's status, submitting written reports when not in attendance.
4. Approve all adult leaders' applications, and work with Committee Chair to check references of all adult leader applicants.
5. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
6. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Troop Committee Chair Person

1. Organize the committee to see that all functions are delegated, coordinated, and completed.
2. Maintain a close relationship with the chartered organization representative and the Scoutmaster.
3. Interpret national and local policies to the troop.
4. Ensure that the Troop adheres to the policies of the Blair Road United Methodist Men and any applicable Church policies.
5. Prepare Troop Committee meeting agendas.
6. Call, preside over, and promote attendance at monthly Troop Committee meetings and any special meetings that may be called.
7. Ensure troop representation at monthly roundtables.
8. Recruit top-notch, individuals for adult leadership, working with the Chartered Organization Representative to promptly register new leaders and check all references. Encourage adult leaders to get trained.
9. Ensure that new youth members are promptly registered with the Council Service center, and that new Scout families receive the Troop's new member information packet.
10. Arrange for charter review, re-charter annually and plan the charter presentation.
11. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.
12. Work with the Senior Patrol Leader in a mentor capacity.

Advisory committee (4 members)

1. Positions that form the advisory committee are:
 - a. Committee Chairperson
 - b. Scoutmaster
 - c. Charter Organization Representative
 - d. Troop member at large selected by Committee Chairperson
2. Prepare policy for committee review.
3. Facilitate conflict resolution.
4. Handle personnel issues.



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Assistant Committee Chair Person

1. Assist the Troop Committee Chair with assigned tasks.
2. Chair Troop Committee meetings in the chair's absence.
3. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Secretary

1. Keep and distribute minutes of committee meetings and send out committee meeting notices.
2. Maintain the Troop address book or directory, and distribute updates to families and Troop / Chartering Organization leadership.
3. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
4. Reserve rooms with BRUMC
5. Interact with BRUMC staff to receive and disseminate information.
6. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.
7. Work with the troop scribe in a mentor capacity.

Treasure

1. Handle all Troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
2. Maintain checking and savings accounts.
3. Keep adequate records in the Troop accounting software or books.
4. Supervise the camp savings plan, and the individual scout's accounts in the treasury.
5. Lead in the preparation of the annual Troop budget.
6. Arrange for an annual Audit.
7. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting.
8. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
9. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Health & Safety Chair

1. Collect and maintain Health forms necessary for summer camp and other Troop activities.
2. Maintain Troop first aid kit, including replacing expired items.
3. Assist the Troop Instructor in planning First Aid training/skill instruction.
4. Interpret BSA Guide To Safe Scouting to the Committee and Troop Leaders.
5. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting.
6. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
7. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.
8. Design and implement the use of registration forms and permission forms

Uniform Recycling

1. Maintain a location where donated scout clothing can be stored.
2. Organize and facilitate the collection and distribution of scout clothing to adults and youth.
3. Assist new scouts with obtaining proper and sufficient uniforms.
4. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Website – Webmaster

1. Maintain the Troop 144 Website: www.bsatroop144.org.
2. Solicit information from other committee members for presentation on the website.



Communications chair

1. Coordinate Troop publicity, including placing notices in local newspapers.
2. Prepare a family newsletter of Troop events and activities.
3. Utilize e-mail and other communications media to keep the Troop membership and community informed about Troop activities.
4. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.
5. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.

Troop Records Maintenance

1. Maintain the Troop 144 Troop-Master Software
2. Ensure that all leaders that need a copy of the software have access to it.
3. Ensure that the site for the storage of information is maintained so the troop master information is available to all leaders, committee and parents that would like access.
4. Maintain passwords so that change ability is limited to those that should be entering or changing scout and member information and documentation.
5. Work with Scout Leaders, Committee and Parents to obtain the most current information and arrange for that information to be entered into Troop-Master.
6. Ensure that Scout Leaders, Committee and others that have update ability keep records under their responsibility updated.
7. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Troop Historian

1. Maintain the Troop 144 history both in writing and in photographs
2. Develop presentations for the troop to be used at activities such as UMM dinners.
3. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
4. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.
5. Work with the corresponding Scout Troop Historian in a mentor capacity.

Fundraising chair

1. Recruits, trains, and coordinates sub-committee leaders for individual Fundraising Events (examples):
 - a. Spaghetti Dinner
 - b. Boy Scout Popcorn Sales
 - c. Three Ring Circus
 - d. Friends Of Scouting
2. Develops as necessary new avenues of fundraising
3. Files all necessary documentation with Local Scout Office.
4. Secures Permission from Church for each event.
5. Maintains all records and documentations of fundraising events.
6. Coordinates with the troop treasurer.
7. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
8. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.
9. Recruits, trains and coordinates all volunteers.
10. Makes final written report to Troop Committee.
11. Forwards a copy of report to Fundraising Chairperson.
12. Works with the troop treasurer.
13. Attend Troop Committee meeting and submit in writing (email) their report to the Troop Committee for each meeting.



Popcorn Chair

1. Coordinates Popcorn fundraiser with District Scout organization.
2. Solicits adult help in the organization and presentation of the fundraiser.
3. Maintains all records and documentations of the fundraising events and coordinates with the troop treasurer.
4. Makes final written report to Troop Committee.
5. Forwards a copy of report to Fundraising Chairperson.
6. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
7. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Advancement

1. Recruits, trains, and coordinates leaders for Advancement Sub-committees:
2. Coordinates Dates for Boards of Review.
3. Recruits, trains, and maintains a roster of qualified adults for conducting Boards of Review.
4. Make a prompt report on the correct form to the Council service center when a Board of Review is held.
5. Secures badges and certificates.
6. Arranges advancement recognition at Courts of Honor at least quarterly.
7. Encourage Scouts to advance in rank.
8. Maintains current information in the "Troop master Computer Program" of all Scout advancement records.
9. Work with the District on Scout Signups
10. Coordinate with Cub Scout / Webelos leaders
11. Identify Webelos for Crossover
12. Facilitate Webelos leaders crossover program
13. Develop Scout crossover reception
14. Develop new troop parents program
15. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
16. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Merit Badge Coordinator

1. Develop and maintain a merit badge counselor list.
2. Work with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets and other advancement literature.
3. Assist in providing Merit Badge Counselor contact information to Scouts.
4. Issues Merit Badge Cards to Scouts.
5. Receives Completed Merit Badge Cards from Scouts.
6. Files appropriate paperwork to record earned Merit Badges with the Local Council Scout Office.
7. Forwards Merit Badge documentation to Advancement Chairperson.
8. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
9. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.



Eagle Scout Coordinator

1. Advise Life Scouts on the general process of applying for Eagle Scout rank.
2. Advise Life Scouts on service projects; assist with paperwork preparation.
3. Conduct Life to Eagle transition orientation to new Life scouts, providing Council workbooks.
4. Coordinate Eagle Boards of Review with District Advancement Committee.
5. Assist Eagle Scout families with Eagle Court of Honor planning.
6. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
7. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Cub Pack Liaison

1. Works with the Advancement Chairperson on preparing yearly for the reception of new scouts from Pack 144.
2. Develops and maintains while working with the Scout Master and other Scout Leaders a year long program designed to give new scouts the opportunities to advance to the rank of first class.
3. The program will be documented such that it can be reused on a yearly basis.
4. The program will make use of advanced scouts to teach the younger scouts the skills necessary to advance.
5. The program will be designed both with flexibility and multiple opportunities to aid scouts in the learning process as well as to make available training for scouts that might not be able to attend all events.
6. Works directly with the scouts, scout master and assistant scout masters to ensure the application of the program during meetings, outings and specifically scheduled training days.
7. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
8. Attend Pack meetings as necessary.
9. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Court of Honor Coordinator

1. Works closely with the Senior Patrol leader in the development of the Court of honor.
2. Acts as a resource for the scouts to obtain necessary items for the Court of honor.
3. Coordinates meals, refreshments and other items scheduled for the Court of Honor.
4. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
5. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Summer Camp Chairperson

1. Coordinate with the council and the troop all information necessary to register the troop for a summer camp.
2. Coordinate with New Scouts Coordinator all information necessary for the Webelos that will be moving up in the spring to be available and informed on the details for summer camp.
3. Coordinate with Scout Leaders, Committee and Parents the necessary information and resources to be prepared for summer camp each year.
4. Arrange for the dissemination of information and the collection of permission slips, money and medical forms necessary for both adults and youth as summer camp.
5. Attend summer camp and / or arrange for adequate Scout Leaders and adults to maintain proper leadership during summer camp.
6. Coordinate the Friday night dinner for summer camp.
7. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
8. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter



Chaplain

1. Provide a spiritual tone for Troop meetings and activities.
2. Give guidance to the chaplain aide.
3. Promote regular participation of each member in the activities of the religious organization of his choice.
4. Visit homes of Scouts in time of sickness or need.
5. Give spiritual counseling service when needed or requested.
6. Encourage Boy Scouts to earn their appropriate religious emblems.
7. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
8. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Outdoor chair

1. Secures or coordinates other that secure permission to use camping sites.
2. Serve as transportation coordinator.
3. Ensure a monthly outdoor program as proscribed by the committee.
4. Disseminate information to parents on all upcoming trips through handouts and / or the troop web site. The information for the parents should include:
 - a. Where the trip is to.
 - b. Contact information for the troop leaders on the trip and the location.
 - c. The time the trip will leave the church and return.
 - d. The cost of the trip
 - e. Any other requirements necessary for the outing.
 - f. Food arrangements for the outing.
 - g. If adults are needed to drive for the outing.
5. Complete a camping booklet for each outing. The camping booklet must contain:
 - a. Scout Masters report on goals for the outing
 - b. Written information on outing including; where, when, who reservations were made through and by, copies of any receipts.
 - c. A list of Scouts attending the camping trip
 - d. A list of parents attending the camping trip
 - e. A list of drivers on the trip, proof of adequate insurance for each driver and safety belt verification, and cell phone numbers if available.
 - f. Directions and Map to the location with copies for each driver.
6. Complete a post outing report. The report should include:
 - a. The Scout Masters report on the outing including evaluation of Goals set in the pre-outing report and a detailed list of scout requirements completed on the trip. The report should include any issues and their resolution.
 - b. A complete accounting of the costs on the trip.
 - c. A report on any problems or issues along with any necessary suggestions on how to correct any problems.
7. Promote the National Camping Award.
8. Promote attendance at campouts, Camporee, and summer camp.
9. Document attendance in the Troop master software and report attendance to the Troop Scribe.
10. Secure tour permits for all Troop activities.
11. Coordinate the Summer Camp Chair Person, Camporee Coordinator and the High Adventure Coordinator
12. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
13. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.



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Quarter Master

1. Supervise and help the Troop procure necessary equipment.
2. Advise Troop Quartermaster on inventory, maintenance, purchase, and storage of Troop equipment.
3. Make periodic safety checks on all camping gear, and encourage the Troop in the safe use of all outdoor equipment.
4. Coordinate the maintenance needs with the Chartering Organization via the Chartered Organization Representative.
5. Attend Troop Committee meeting and submit in writing (email) their report to the Troop Committee for each meeting.
6. Communicate information for scouts, parents, and adult leaders through the Troop 144 website by sending the information to the Webmaster.
7. Work with the troop Quarter Master in a mentor capacity.
8. Maintain the troop facilities and assets.
9. Present to committee any proposals for new equipment or the repair of old equipment.
10. Set up at least 2 troop work days to facilitate the repair, cleaning and inventory of troop equipment.
11. Maintain or ensure maintenance of all necessary documents for troop equipment. This includes but is not limited to warranties, registrations, and proof of insurance.
12. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
13. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Training chair

1. Develops, Maintains, and Coordinates a Training Program for registered adults at the Unit level.
2. Promotes District, Council, and National Training Opportunities.
3. Maintains Current Listing of Training Records.
4. Advises Leaders of Upcoming Expiration Dates on Recertification Certificates.
5. Advises Committee of all New or Revised Training Requirements.
6. Maintains listing of Unit and individual adult Achievement, Recognitions, and Awards through Troop master software.
7. Promotes Unit/Adult recognitions and assist with securing proper documentation/filing of such recognitions.
8. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
9. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.
10. Recruits and trains volunteers to address both Adult and Youth training needs.

Service Projects Coordinator

1. Coordinate a calendar of service projects the troop can attend. Service projects would include church and non-church related work.
2. Coordinate workdays with the Chartering Organization
3. Coordinate quarterly (minimum) community service projects.
4. Prepare annual community service report for Quality Unit application.
5. Identify / coordinate community service projects for Scouts rank advancement requirements.
6. Report Scout attendance on service projects to the Troop Scribe and maintain documentation in Troop Master Software.
7. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
8. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.



Re-charter Coordinator

1. Coordinates Annual Troop Re-charter.
2. Maintains records of registration and position changes.
3. Be prepared to present a report at the Troop Committee meeting each month or if you cannot attend prepare a written report to be turned in to the committee chairperson 1 week prior to the committee meeting. Contact the Committee Chairperson directly if you are not able to attend and cannot complete a report.
4. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Troop Committee Member At Large

1. Attend troop committee meetings and participate in decision making.
2. Serve on Troop Committees and provide transportation and adult leadership as needed. At a minimum take Fast Start and Youth Protection training. (Available online)
3. Regularly serve on Troop Boards of Review.
4. Attend Troop Committee meetings and submit in writing (email) any agenda items to the Committee for each meeting.

Scout Master

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and his assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the troop.

The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is appointed by the head of the chartered organization.

The Scoutmaster's duties include:

General

1. Train and guide boy leaders.
2. Work with other responsible adults to bring Scouting to boys.
3. Use the methods of scouting to achieve the aims of Scouting.
4. Contact inactive Scouts and encourage them to become active again.
5. Conducts exit interview with scouts/parents when scout withdraws from Unit. Forwards information to Committee Chairman and Scoutmaster. Scoutmaster may send a designee in his/her place.
6. Coordinate general recruiting efforts (e.g., Council/District-sponsored events, "Bring a Friend"). Plans and conducts regular Troop recruiting efforts.
7. Attend District Round Table and Training as possible.

Meetings

1. Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
2. Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
3. Attend troop committee meetings.
4. Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
5. Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

Guidance

1. Conduct Scoutmaster Conferences for all rank advancements.
2. Provide a systematic recruiting plan for new members and see that they are promptly registered.
3. Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
4. Supervise troop elections for the Order of the Arrow.

Activities

1. Make it possible for each Scout to experience at least 10 days and nights of camping each year.
2. Participate in council and district events.
3. Build a strong program by using proven methods presented in scouting literature.
4. Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.



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Committee Meetings

1. Attend Committee Meetings and prepare a report in writing and made available in electronic format. The Monthly report should contain:
 2. Monthly goals for the troop and how they will be accomplished
 3. A report on the number of disciplinary actions taken during the month
 4. Goals for upcoming outings along with details on advancement opportunities that will be made available on the outing.
5. The Scout Master will work with adults assigned to Troop Committee Positions to request necessary information, resources and support. This will be handled outside of the Committee Meetings.
6. Attend Troop Committee meetings and submit in writing (email) their report to the Troop Committee for each meeting.
7. Communicate information for scouts, parents, and adult leaders through the Troop 144 website and Newsletter.

Assistant Scoutmasters

To fulfill his obligation to the troop, the Scoutmaster, with the assistance of the troop committee, recruits assistant Scoutmasters to help operate the troop. Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity). An assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence.

1. Carry out the duties requested by the scout master.
2. Attend required training.
3. Coordinate general recruiting efforts (e.g., Council/District-sponsored events, "Bring a Friend"). Plans and conducts regular Troop recruiting efforts.
4. Work closely with the scouts to grow them in their leadership and group skills.
5. Communicate information for scouts, parents, and adult leaders through the Troop 144 website by sending the information to the Webmaster.

Young Adult Assistant Scout Masters – (18-21 year olds)

1. Carry out the duties requested by the scout master.
2. Attend required training.
3. Communicate information for scouts, parents, and adult leaders through the Troop 144 website by sending the information to the Webmaster.



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Distribution of Troop Manual

1. Each family will receive a printed copy of the policy manual upon entering the troop. Each person receiving a written copy of the manual will sign for receiving a copy. The secretary or their designee will maintain a file that identifies that each family has received their copy of the troop manual.
2. If the manual is re-written as a whole each family will receive a new copy.
3. The policy manual is available from the troop web site (www.bsatroop144.com). Individuals are welcome to print their own copy from the electronic format.
4. Updates to policies will be distributed electronically and the individual is responsible for updating their copy of the manual.
5. Printed copies will be available upon request.
6. The Committee Secretary is responsible for maintaining the official copy of the troop manual.

Troop Manual Overview

The Troop Guide Book is made up of separate documents grouped together to create the Book. When part of the Guide Book is changed it can then be distributed to all parents to replace their current copy in the Guide Book. The Troop Guide Book is presented to the troop by the Chartering Organization and may be changed by the Charter Organization at the time and in the manner that they deem appropriate. Changes in the Guide Book can also be done by the troop committee and the process for troop committee changes is outlined below.

Requests to change Troop Guide Book

1. Requests to change or add to the Troop Guide Book will be handled by the Troop Committee.
2. Any Adult or youth member (this includes parents of current scouts even if they are not members of the Troop Committee) of troop 144 may request a change in the Troop Guide Book.
3. The request will be presented to the Committee Chairperson at least 7 days prior to the next Committee meeting. The request must be in writing (preferably sent in an email) to the Committee Chairperson.
4. The request should include a statement of the issue and suggested wording to correct the issue. Any additional information regarding the issue would be appropriate in helping others understand both the issue and the change request.
5. The request (when received more than 7 days before the next committee meeting) will be placed on the next Committee Agenda (or postponed 1 meeting at the committee chairs discretion but cannot be postponed longer than 1 committee meeting). The Change request along with supporting documentation will be included in the agenda sent to Committee Members prior to the committee meeting to help them prepare their thoughts on the issues.
6. The person requesting the change or their representative will then present the change at the committee meeting. Discussion on the issue will proceed at the committee chairs request.
7. When discussion is ended either by agreement or being ended by the committee chair, then all documentation and discussion will be forwarded to the Troop Advisory Committee.



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8. The Advisory Committee will research and then write a recommendation and then distribute the proposal to the entire troop committee for comments (preferably via email). Comments will also be solicited from the Scout Master and Assistant Scoutmasters and Chartered Organization Representative. A time frame will be set for return of all comments and a final draft will be written.
9. The Advisory Committee will be placed on the next committee agenda after the final draft is written and present the changes along with their recommendation.
10. The Troop Committee will then vote as necessary. See voting below for specific requirements for a Troop Guide Book change. If the change is rejected by the vote of the committee or should someone else have issue with the new or changed document then they must follow the procedures outlined from Step 1 above.
11. After any part of the Troop Guide Book is changed, copies of the changes must be sent to the entire troop for updating of their Troop Guide Book. The new document will be added to the Troop Web Site and a copy will be forwarded to the Charter Organization via the Charter Organization Representative.

Voting Rules

Eligibility: Only registered Committee Members are eligible to vote at Committee Meetings. The secretary will keep a current roster of registered committee members available for determination of eligibility.

Scout Masters and Assistant Scout Masters are not eligible to vote at Committee Meetings. Even though a Scout Master or Assistant Scout Master may have a dual role in handling committee business they are ineligible to vote due to their position as Scout Master or Assistant Scout Master.

If a member's eligibility is in question the vote count will be recorded and the chairperson will review the eligibility question. If the issue is that the member is or is not registered with the Scout District after the date of the current roster then the vote determination will be held until the membership can be verified with the Scout District. All other questions will be verified with the current member roster from the scout office and the chairperson will determine the eligibility and call the vote results.

Voting requirements: For any item to be voted on it must

1. Be on the Agenda for that meeting.
2. The agenda for that meeting must be published to the committee members via email at least 3 days prior to the meeting.
3. If a motion is made for a vote that is not an agenda item it is the discretion of the Committee Chairperson to table the item for committee notification and place it on the next committee meeting agenda for a vote.
4. Voting requirements (as listed 1-4) can be waived at the Chairperson's discretion.

Committee Business Votes: All standard Committee business votes require a 51% approval of those registered committee members present at a properly scheduled monthly meeting.



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Troop Guide Book Changes: A Troop Guide Book change requires that the item be on the agenda for a regular committee meeting. The policy can be presented only at a regular committee meeting and not at an ad-hoc meeting. For a Troop Guide Book vote (to change or add to the book) a quorum of registered committee members being present at the meeting is required.

Quorum Defined: The minimum number of registered committee members who must be present for valid transaction of business. For Committee Meetings that occur on the regularly scheduled night at the normally scheduled time (second Tuesday of each month, 7:00 pm and at BRUMC), a quorum will have been reached at 6 or more committee members being present.

Ad-Hoc Votes: For all ad-hoc meetings a 75% approval of registered committee members available for the ad-hoc meeting is required. Ad-hoc meetings require at least 5 registered committee members to be present for a quorum.

Votes on Motions: A vote will be called after a motion is made and seconded on the floor and after discussion is completed or closed by the chair. The motion will be restated, recorded by the secretary and voted on. The results will be counted by the chairperson and recorded by the secretary. The Chairperson has the option to select a voice vote, show of hands or secret ballot. Should the results be unclear the vote can be retaken in a different format. Once the results are determined the passing or failing of the motion will be announced by the Chairperson and recorded by the Secretary.

The Chairperson does not vote except in the case of a tie.



Troop 144 Guide Book

Title: Adult Leadership Selection Process

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This policy is designed to outline a process for selection of adult leadership. Adult leadership is identified in four different areas.

1. Scoutmaster

The Scoutmaster will be a role model for the boys and will reflect the character of the chartered organization. The Scoutmaster must be the kind of person you would want your sons to be influenced by and whose judgment will always be in their best interest. The scoutmaster must be physically fit and able to participate in scout activities.

2. Assistant Scoutmasters

Like Scoutmaster, Assistant Scoutmasters will be role models for the boys and will reflect the character of the chartered organization. The Scoutmaster must be the kind of person you would want your sons to be influenced by and whose judgment will always be in their best interest. Assistant scoutmasters must be physically fit and able to participate in scout activities.

3. Committee Chairperson

The Committee Chairperson is the executive leader of the troop. Their leadership will guide the overall organization by guiding the troop committee in supporting the Scoutmaster and Assistant Scoutmasters in the presentation and implementation of the scouting program.

4. Committee Member and Positions

Committee positions are the key to supporting a successful troop. The adults selected for these positions must be active and energetic as well as having interests or skills that help them carry out the responsibilities of the position that they were selected for.

Scoutmaster and Committee Chairperson Selection Process

The Scoutmaster and Committee Chairperson are selected by the Charter Organization. The Charter Organization is responsible for the selection process for these two positions. Whenever possible it is recommended that the following process be used.

Step 1 - The head of the chartered organization, and/or the chartered organization representative should be briefed by a representative from the local council who can provide recruitment techniques, videos, and other support material such as the brochure *Selecting Quality Leaders*. This process is normally done at Chartered Organization Representative training.

Step 2 - Meet with the troop committee or troop committee representatives to develop a prospect list. Choose prospects that live up to the values of the Scout Oath and Law in their daily lives. Do not make assumptions about whether or not prospects will accept or have the time to do the job. Give them the opportunity to make their own decision. Check references.



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Considerations to take into account include:

1. Commitment to the methods and ideals of Scouting.
2. High moral standards
3. Ability to relate to boys
4. Ability to keep a "cool head" under pressure
5. Good organizational skills
6. Ability to relate to and interact with adults
7. Flexibility and the ability to compromise
8. Good planning ability
9. High energy level
10. Good attention to detail
11. Possess good organizational skills

Step 3 - Make an appointment with the number one prospect. This should be done by the person who knows the prospect best and has this person's respect. It can usually be done on the phone. Set a date and time to meet, preferably at the prospect's home. You will want to involve this person's spouse since it will affect the prospect's time at home. If the prospect questions the purpose of the meeting, frankly state that it is to discuss a matter important to the youth of the community. Confirm the date and time with the other members who will be making the visit.

Step 4 - Call on the prospect as a group. Gather at a convenient place and arrive at the prospect's home as a group. Review the steps that have been taken, explain how the qualifications were reviewed, and let the prospect know that he or she was considered by all to be the number one prospect to do the job.

Give the prospect a true and realistic picture of the job: time demands, adult leadership support, special problems the troop is facing, and other relevant information. After all the questions have been answered, a member of the committee extends the invitation to serve the organization as its Scoutmaster (subject to approval) and pledges the organization's full support.

If for some reason the prospect is unable to accept the position, you should repeat the process with the number two prospect (who now becomes number one).

Step 5 - Have the prospect complete an application to join the Boy Scouts of America. It is the responsibility of the committee chairperson (or the committee's designee) to review and screen the application. Individuals who have lived in the community for three or more years and are known to members of the committee well enough for them to serve as a reference require little additional screening.

Conduct a reference check on those who are new to the community as well as those who may be new to volunteer Scouting. References should be checked in a discrete, non-threatening manner, and previous Scouting experience should be confirmed. In addition all Blair Road United Methodist Church guidelines related to the use of volunteers will be followed.

Upon approval, the application is signed by the chartered organization head or the chartered organization representative, and is submitted to the local council. All leaders registered with the Boy Scouts of America must meet its standards for leadership.



Assistant Scoutmasters Selection Process

The same standards used to determine the best prospect for Scoutmaster should also be used to qualify assistant Scoutmasters. The majority of successful troops have three or more assistant Scoutmasters. This is not an unrealistic goal. The guide *Selecting Quality Leaders* can help you through the selection process. The video presentation *Selecting Quality Leaders* is also a useful tool.

The Assistant Scoutmasters are selected by the Scout Master **and** the Troop Committee. The Troop Committee is responsible for the final selection of Assistant Scoutmasters. Approval of the Charter Organization is required. Whenever possible it is recommended that the following process be used.

Step 1 – The Scoutmaster and a group selected by the Scoutmaster (Assistant Scoutmasters and committee members) will review possible candidates for the Assistant Scoutmaster position(s) and develop a prospect list. Choose prospects that live up to the values of the Scout Oath and Law in their daily lives. Do not make assumptions about whether or not prospects will accept or have the time to do the job. Give them the opportunity to make their own decision.

Considerations to take into account include:

1. Commitment to the ideals of Scouting
2. High moral standards
3. Ability to relate to boys
4. Ability to keep a "cool head" under pressure
5. Good organizational skills
6. Ability to relate to and interact with adults
7. Flexibility and the ability to compromise
8. Good planning ability
9. High energy level
10. Good attention to detail
11. Ability to work with the Scoutmaster

Step 3 - Make an appointment with the number one prospect. This should be done by the person who knows the prospect best and has this person's respect. It can usually be done on the phone. Set a date and time to meet, preferably at the prospect's home. You will want to involve this person's spouse since it will affect the prospect's time at home. If the prospect questions the purpose of the meeting, frankly state that it is to discuss a matter important to the youth of the community. Confirm the date and time with the other members who will be making the visit.

Step 4 - Call on the prospect as a group. Gather at a convenient place and arrive at the prospect's home as a group. Review the steps that have been taken, explain how the qualifications were reviewed, and let the prospect know that he or she was considered by all to be the number one prospect to do the job.

Give the prospect a true and realistic picture of the job: time demands, adult leadership support, special problems the troop is facing, and other relevant information. After all the questions have been answered, a member of the committee extends the invitation to serve the organization as its Scoutmaster (subject to approval) and pledges the organization's full support.

If for some reason the prospect is unable to accept the position, you should repeat the process with the number two prospect (who now becomes number one).



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Step 5 - Have the prospect complete an application to join the Boy Scouts of America. It is the responsibility of the committee chairperson (or the committee's designee) to review and screen the application. Individuals who have lived in the community for three or more years and are known to members of the committee well enough for them to serve as a reference should require little additional screening.

Conduct a reference check on those who are new to the community as well as those who may be new to volunteer Scouting. References should be checked in a discrete, non-threatening manner, and previous Scouting experience should be confirmed.

Upon approval, the application is signed by the chartered organization head or the chartered organization representative, and is submitted to the local council. All leaders registered with the Boy Scouts of America must meet its standards for leadership.

Committee Members and Committee Position Selection Process

Experience has shown that troops with committees of seven or more members work more effectively and provide better troop program support. The minimum number of committee members required is three adults ages 21 or older. If the committee is well run and active, you should have little difficulty getting others to join. But again, be sure that each member has a meaningful responsibility and is kept actively involved.

All parents of Troop 144 scouts are encouraged to join the Troop Committee. Troop committee membership is required to hold a position on committee and is required to vote at committee.

To become a committee member the following process must be completed:

Step 1 - Have the prospect complete an application to join the Boy Scouts of America. It is the responsibility of the committee chairperson (or the committee's designee) to review and screen the application. Individuals who have lived in the community for three or more years and are known to members of the committee well enough for them to serve as a reference should require little additional screening.

Step 2 - Conduct a reference check on those who are new to the community as well as those who may be new to volunteer Scouting. References should be checked in a discrete, non-threatening manner, and previous Scouting experience should be confirmed.

Step 3 - Upon approval, the application is signed by the chartered organization head or the chartered organization representative, and is submitted to the local council. All leaders registered with the Boy Scouts of America must meet its standards for leadership.



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Troop Committee Position Appointments

Troop Committee leadership positions are assigned by the Committee Chairperson with approval by the Troop Committee (Vote) and approval by the Chartered Organization. The Chartered Organization representative (COR) will be notified of the appointment both verbally and by receiving a copy of the committee minutes identifying the leadership appointment. The COR or the head of the chartering organization must approve all BSA adult applications.

Not every parent will be able to serve on the troop committee or make a similar long-term task, but every parent should have the responsibility to perform a short-term task sometime during the year. Baking cookies for a bake sale, providing transportation to campouts, giving skill demonstrations at troop meetings, and accompanying the troop on a hike are all examples of help that is expected of troop members' parents. Let the parents know that the troop will call on them occasionally for help. Keep the parents involved!

Troop committee members should also use the troop resource survey with interested members of the chartered organization, personal friends, Eagle Scouts, and Scouting supporters in your community. Once your resources are identified, don't hesitate to use them.

Removal from Position

The **Scout Master** and **Committee Chairperson** being selected by the Charter Organization can be removed by the Charter Organization when they deem it necessary to fulfill their goals and mission at the Church. The Charter Organization has the ability to not register any adult they identify as not meeting their standards, Troop Standards or who are in conflict with the organizations goals.

Assistant Scout Masters can be assigned and reassigned to different Assistant Scout Master Job responsibilities as deemed necessary by the Scout Master and with approval of the Troop Committee at the next scheduled Troop Committee meeting.

Assistant Scout Masters can be removed from the position at the request of the Scout Master to the Committee and with the Troop Committees agreement by vote. Should the Committee Chairperson deem it appropriate due to the nature of the issues the matter can be referred to a Troop Advisory Committee for evaluation, report and recommendation. The report and recommendation from the advisory committee will then be presented to committee for a vote, (When properly set as an agenda item), and concluding with the Charter Organizations agreement. The Charter Organization can remove from leadership position any adult when they deem it necessary to fulfill their goals and mission at the church.

Committee Leadership Positions can be assigned and reassigned as deemed necessary by the Committee Chairperson and with the approval (by vote) at the next scheduled Troop Committee meeting.

Committee Leadership can be removed from positions at the request of the Committee Chairperson to the Committee and with the Troop Committees agreement by vote. Should the Committee Chairperson deem it appropriate due to the nature of the issues the matter can be referred to the Troop Advisory Committee for evaluation, report and recommendation. The report and recommendation will be presented to committee for a vote, (when properly set as an agenda item), and concluding with the Charter Organizations agreement. The Charter Organization can remove from leadership position any adult when they deem it necessary to fulfill their goals and mission at the church.



Troop 144 Guide Book

Addendums and forms

Scout Individual History sheet

Name: _____

Joined Boy Scouts _____

Boy Scout

- 1. Age req't _____
- 2. Application forms _____
- 3. Pledge of Allegiance _____
- 4. Demo Scout sign, etc _____
- 5. Demo square knot _____
- 6. Scout Oath, Law, etc _____
- 7. Describe Scout badge _____
- 8. Pamphlet exercises _____
- 9. Scoutmaster Conf _____

Tenderfoot

- 1. Preparing to camp _____
- 2. Camp and pitch tent _____
- 3. Prepare/cook meal _____
- 4a. Demo whip/fuse rope _____
- 4b. Demo hitch knots _____
- 5. Explain hiking rules _____
- 6. Demo flag care _____
- 7. Scouting principles _____
- 8. Patrol knowledge _____
- 9. Explain buddy system _____
- 10a. Phys fitness test _____
- 10b. Show improvement _____
- 11. Ident poison plants _____
- 12a. Heimlich maneuver _____
- 12b. Show first aid _____
- 13. Scoutmaster Conf _____
- 14. Board of Review _____

2nd Class

- 1a. Map and compass use _____
- 1b. Map and compass hike _____
- 2a. Activity req't _____
- 2b. Select camp site _____
- 2c. Use of knife/saw/ax _____
- 2d. Prepare cook fire _____
- 2e. Fire/stove safety _____
- 2f. Light fire & stove _____
- 2g. Cook over wood fire _____
- 3. Flag ceremony _____
- 4. Service project _____
- 5. Ident wild animals _____
- _____
- _____

- 6a. Handle 'hurry' cases _____
- 6b. Make first aid kit _____
- 6c. Show first aid _____
- 7a. Swimming precautions _____
- 7b. Demo swim ability _____
- 7c. Demo water rescue _____
- 8. Drug/alcohol program _____
- 9. Scout spirit _____
- 10. Scoutmaster Conf _____
- 11. Board of Review _____

1st Class

- 1. Find way w/o compass _____
- 2. Orienteering course _____
- 3. Activity req't _____
- 4a. Plan patrol menu _____
- 4b. Make food list _____
- 4c. Cook utensils, gear _____
- 4d. Safe food handling _____
- 4e. Serve as patrol cook _____
- 5. Visit civic leader _____
- 6. Ident native plants _____
- 7a. Discuss lashings _____
- 7b. Demo lashings _____
- 7c. Make camp gadget _____
- 8a. Demo rescue knot _____
- 8b. Demo bandages _____
- 8c. Moving the injured _____
- 8d. Heart attacks & CPR _____
- 9a. Safe trip afloat _____
- 9b. BSA swimmer test _____
- 9c. Demo water survival _____
- 9d. Show line rescue _____
- 10. Scout spirit _____
- 11. Scoutmaster Conf _____
- 12. Board of Review _____

Star

- Participation _____
- Scout Spirit _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- Service Project _____
- Pos'n of Respons _____

- Scoutmaster Conf _____
- Board of Review _____

Life

- Participation _____
- Scout Spirit _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- Service Project _____
- Pos'n of Respons _____
- Scoutmaster Conf _____
- Board of Review _____

Eagle

- Participation _____
- Scout Spirit _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- Pos'n of Respons _____
- Eagle Project _____
- Scoutmaster Conf _____
- Board of Review _____

- Total Nights Camping: _____
- Total Miles Hiked: _____
- Service Project Hrs: _____

- OA Elect: _____
- Ordeal: _____
- Brother Hood: _____
- Vigil: _____

Palm In Progress (_____ Palm)

- Participation _____
- Scout Spirit _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- _____ MB _____
- Demo Leadership _____
- Scoutmaster Conf _____
- Board of Review _____

Earned Palm List

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Leadership History

- _____
- _____
- _____
- _____

Training Courses

- _____
- _____
- _____
- _____

Special Awards

- _____
- _____

Scout Personal Data

Name: _____, _____ Nickname: _____

Home Address: _____

Mailing Address: _____
(if different) _____

E-mail: _____

Home Phone: (____) _____ Phone: (____) _____

Current Grade: ____ Cub Scout: __/__/__ - __/__/__ Highest Badge: _____
Joined Unit: __/__/__ BSA# _____ Boys Life: Y / N
Date of Birth: __/__/__ Date Last Physical: __/__/__ Class: ____
SSN: _____

Medical Alert: _____

Dates of Prior Service: __/__/__ to __/__/__ Unit _____
Dates of Prior Service: __/__/__ to __/__/__ Unit _____
Dates of Prior Service: __/__/__ to __/__/__ Unit _____
Dates of Prior Service: __/__/__ to __/__/__ Unit _____

Father: _____ Mother: _____
_____, _____, _____, _____

DOB: __/__/__ SSN: _____ DOB: __/__/__ SSN: _____
Drivers Lic/State: _____ Drivers Lic/State: _____

Employ: _____ Employ: _____
Occup: _____ Occup: _____
Work Phone: (____) _____ Work Phone: (____) _____
_____ Phone: (____) _____ Phone: (____) _____
_____ Phone: (____) _____ Phone: (____) _____

Insurance:
Vehicles: (Year, Make, Model) # Belts Per Person Accident Property
_____ \$ _____ \$ _____ \$ _____
_____ \$ _____ \$ _____ \$ _____

Use this section to give the Scout Master information you feel necessary for the troop to be aware of

YEARLY PERMISSION FORM	BLAIR ROAD UNITED METHODIST CHURCH BOY SCOUTS OF AMERICA – TROOP 144 PARENT / GUARDIAN ACTIVITY PERMISSION
-----------------------------------	---

I (or We) _____ do hereby give my/ our permission
(Parent's or Guardian Name)

to allow my / our son, _____
(Scout's Name)

to attend all Scouting activities with Scout Troop 144 During this Year starting March of _____ and ending March of _____
This includes all regularly scheduled events on the Troop 144 Scout Calendar as well as trip / outings that I / we have signed a registration for. He also has permission to attend Troop Service Projects, Fund Raisers and other events that we are notified of and bring or send him to attend.

I further understand that BSA Troop 144 has the right to expel from this activity any Scout whose conduct is unbecoming and would violate the rules of good Scouting. It is also understood that no alcoholic beverages or drugs will be allowed, and should any Scout require the use of medication(s) of any kind during this activity, the Scoutmaster will be notified and the type of medication and dosage will be listed below.

I understand that a BSA Health form is required to be kept on file with Troop 144 and that it is expected to be turned into the troop in March of each year.

Parent or Guardian Signature: _____ Date: _____

SCOUT RESPONSIBILITY

I, _____, do hereby acknowledge my responsibility to conduct myself in a manner
(Scout's Name)
conducive to the advancement of the Scout Oath, Scout Motto, and obedience of the Scout Law. I understand that misconduct, failing to obey the directions of those placed in charge of me, use of alcohol or drugs, could result in my expulsion from this activity. I do also promise by making this application, to fulfill my financial obligations to the troop for all activities I register for, even if I am unable to attend.

Scout's Signature: _____ Date: _____

SCOUT HEALTH INFORMATION

In the event that my son is sick the week prior to the scheduled trip I will inform the Scoutmaster of his condition and ability to go on the trip. The taking of prescription medication is the responsibility of the Scout taking the medication and/or the Scout's parents or guardian. The Scoutmaster will hold all medication and they will assist the Scout in taking the necessary medication at the appropriate time. All medication taken by the Scout will be provided by the parent or guardian and be clearly labeled with Scout's name, type of medication and dosage. If the Scout is on medication, list the type and dosage below:

- My Son does currently take Medication or have information the Scout Master and / or Troop needs to be aware of :
(attach list and or explanation documentation)
- My Son does not currently take medication or have health information the Scout master needs to be aware of

Health Insurance Carrier (primary) _____ Policy #: _____ Group # _____
Health Insurance Carrier (Secondary) _____ Policy # _____ Group # _____
Physician Name and Contact Number _____

For all scouts a class 1 and 2 medical form is required to be completed and turned into the troop in March of the year it is due.

EMERGENCY INFORMATION

In case of emergency, please notify:

Parents or Guardians _____
Address _____ City & State _____
Phone(s) **Home:** _____ **Work:** _____ **Cell:** _____
Phone(s) **Home:** _____ **Work:** _____ **Cell:** _____

If the Parent or Guardian is not available in the event of an emergency, please notify the alternate contact below:

Name _____ **Relationship** _____
Address _____ City & State _____
Phone(s) **Home:** _____ **Work:** _____ **Cell:** _____
Phone(s) **Home:** _____ **Work:** _____ **Cell:** _____

In the case of emergency, I understand every effort will be made to contact me (Parent or Guardian). In the event I cannot be reached, I hereby give my permission to the licensed health-care practitioner selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child.

Parent or Guardian Signature: _____ Date: _____

Trip Registration Form

(Please include payment with this form)

Trip / Outing Name _____

Dates: _____

Scout Name: _____

Scouts Current Patrol: _____ **Current Rank:** _____

Parents Phone Numbers: H: _____ **W:** _____ **C:** _____

Other Contact Person: _____ **Phone:** _____
(in case of emergency)

Trip Cost: _____

Method of Payment: **Check** ___ **Cash** ___ **Troop Bucks** ___ **Other** ___

Amount Paid: _____ (payment should be attached to this registration unless troop bucks are used)

Medication / Health Information

_____ My Son DOES currently take medication or have information the Scout Master needs to be aware of. (Attach a list and or explanation documentation)

_____ My Son DOES NOT currently take medication or have health information the Scoutmaster needs to be aware of

Parents Signature _____ Date _____

(Required)

Note: A troop yearly permission form and BSA Health form must be on file with the troop to attend.



PERSONAL HEALTH AND MEDICAL RECORD

CLASS 1 AND CLASS 2

Class 1 (update annually for all participants). Activity: Day camp, overnight hike, or other programs not exceeding 72 hours, with level of activity similar to that of home or school. Medical care is readily available. Current personal health and medical summary (history) is attested by parents to be accurate. This form is filled out by all participants and is on file for easy reference.

Class 2 (required once every 36 months for all participants under 40 years of age). Activity: Resident camp or any other activity such as backpacking, tour camping, or recreational sports involving events lasting longer than 72 consecutive hours, with level of activity similar to that at home or school. Medical care is readily available.

Note: Some states require an **annual** precamp medical evaluation. Your BSA local council service center can advise you about the requirements for your state.

If your child has had a medical evaluation (**physical examination**) within the last 36 months, a copy of the results of this examination must be attached to the health history for all participants in a camping experience lasting longer than 72 consecutive hours. If a copy is not available, a physical examination (using the Class 2 section of this form) must be scheduled by a *licensed health-care practitioner. This medical evaluation (physical examination) also is required if your child 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.

*Examinations conducted by licensed health-care practitioners, other than physicians, will be recognized for BSA purposes in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.

THIS FORM IS NOT TO BE USED BY ADULTS OVER 40, BY HIGH-ADVENTURE PARTICIPANTS (USE FORM NO. 34412A), OR FOR NATIONAL SCOUT JAMBOREE (USE FORM NSJ-34412-97).

CLASS 1 PERSONAL HEALTH AND MEDICAL HISTORY

(To be filled out annually by all participants)

To be filled out by parent, guardian, or adult participant. Please print in ink.

IDENTIFICATION

Name _____ Date of birth _____ Age _____ Sex _____

Name of parent or guardian _____ Telephone _____

Home address _____ City _____ State _____ Zip _____

Business address _____ City _____ State _____ Zip _____

If person named above is not available in the event of an emergency, notify

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name of personal physician _____ Telephone _____

Personal health/accident insurance carrier _____ Policy No. _____

I give permission for full participation in BSA programs, subject to limitations noted herein.

In case of emergency, I understand every effort will be made to contact me (if participant is an adult, my spouse or next of kin). In the event I cannot be reached, I hereby give my permission to the licensed health-care practitioner selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child (or for me, if participant is an adult).

Date _____ Signature of parent/guardian or adult _____

Some hospitals require the parent/guardian signature to be notarized. Check with your BSA local council.

NAME

TROOP

CAMPSITE

Check all items that apply, **past or present**, to your health history. Explain any "Yes" answers.

ALLERGIES: Food, medicines, insects, plants Yes No Explain: _____

GENERAL INFORMATION:		Yes	No		Yes	No		Yes	No	
ADHD (Attention-Deficit)										
Hyperactivity Disorder	<input type="checkbox"/>	<input type="checkbox"/>		Convulsions/seizures	<input type="checkbox"/>	<input type="checkbox"/>		Hemophilia	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>		Diabetes	<input type="checkbox"/>	<input type="checkbox"/>		High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>
Cancer/leukemia	<input type="checkbox"/>	<input type="checkbox"/>		Heart trouble	<input type="checkbox"/>	<input type="checkbox"/>		Kidney disease	<input type="checkbox"/>	<input type="checkbox"/>

Explain: _____

Please list ALL medications taken in the 30 days **prior** to arrival at the Scouting activity where this form is to be used: _____

List any medications to be taken at camp: _____

List any physical or behavioral conditions that may affect or limit full participation in swimming, backpacking, hiking long distances, or playing strenuous physical games: _____

List equipment needed such as wheelchair, braces, glasses, contact lenses, etc.: _____

Immunizations: (Give date of last inoculation.)

Tetanus toxoid _____	Measles _____	Polio _____
Diphtheria _____	Mumps _____	_____
Pertussis _____	Rubella _____	_____

CLASS 2 MEDICAL EVALUATION

(Read additional requirements outlined on front of form.)

Name _____ Age _____

NOTE TO LICENSED HEALTH-CARE PRACTITIONERS*: The person being evaluated 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. Please review the health history with the participant for any interim changes. **Explain any "abnormal" evaluations.**

PHYSICAL EXAMINATION (To be filled out by a licensed health-care practitioner*)

Height _____ Weight _____ BP _____ / _____ Pulse _____

VISION: Normal _____ Glasses _____ Contacts _____

HEARING: Normal _____ Abnormal _____ Explain _____

Check box:	N	Abn		N	Abn		N	Abn
Growth development	<input type="checkbox"/>	<input type="checkbox"/>	Teeth	<input type="checkbox"/>	<input type="checkbox"/>	Genitalia	<input type="checkbox"/>	<input type="checkbox"/>
Skin	<input type="checkbox"/>	<input type="checkbox"/>	Cardiopulmonary system	<input type="checkbox"/>	<input type="checkbox"/>	Musculoskeletal	<input type="checkbox"/>	<input type="checkbox"/>
HEENT	<input type="checkbox"/>	<input type="checkbox"/>	Hernia	<input type="checkbox"/>	<input type="checkbox"/>	Neurobehavioral	<input type="checkbox"/>	<input type="checkbox"/>

Explain: _____

Limitations

Activity restrictions _____

Diet restrictions _____

Signature _____ Date _____

Licensed health-care practitioner*

Address _____ Phone _____

City, State, Zip _____

***Examinations conducted by licensed health-care practitioners, other than physicians, will be recognized for BSA purposes in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.**

INTERVAL RECORD	SCREENING EXAMINATION	
Date, Time, Place, Etc.	(Findings, diagnoses, treatment, instructions, disposition, etc.)	By
#34414A		
730176344140	PHOTOCOPYING THIS FORM IS PERMITTED.	

PERSONAL HEALTH AND MEDICAL RECORD FORM—Class 3

I. IDENTIFICATION Age _____ Sex _____ Date of Birth* _____

Name _____
 Last name First name Initial Mo. Day Year

Address _____

City & State _____ Zip _____

Health/Accident insurance _____ Policy no. _____

IN AN EMERGENCY NOTIFY:

Name _____ Relationship _____

Address _____ Home phone _____

City & State _____ Business phone _____

Personal Physician _____ Phone _____

BOY SCOUTS OF AMERICA

All Class 3 activities require a health examination within the past 12 months by a licensed health-care practitioner.* This includes youth and adult members participating in high-adventure activities, athletic competition, and world jamborees. Annually, this form is to be used by adults over 40 for all activities requiring a physical examination and applies to *all* Wood Badge participants/staff regardless of age.

II. EMERGENCY MEDICAL INFORMATION

Has or is subject to (check and give details):


Allergy to a medicine, food†, plant, animal, or insect toxin

Any condition that may require special care, medication, or diet

ADHD (Attention Deficit Hyperactive Disorder)

Asthma Convulsions Heart trouble Contact lenses

Diabetes† Fainting spells Bleeding disorders Dentures

 EXPLAIN _____

PLEASE TYPE OR PRINT.

NAME _____

UNIT _____

NOTE: Keep original form for your personal record. Make reproductions for agency use. Be sure information and signatures are legible on reproduced copies. This upper section may be reproduced and carried with you for emergency identification and care.

III. PARENTAL STATEMENT

Has it ever been necessary to restrict applicant's activities for medical reasons? No Yes Does applicant take medicine regularly or have special care? No Yes If yes, explain.

To the best of my knowledge, the information in sections I, II, III, IV, and VI is accurate and complete. I request a licensed health-care practitioner to examine applicant, to give needed immunization, and to furnish requested information to other agencies as needed. I give my permission for full participation in BSA programs, subject to limitations noted herein. In the event of illness or accident in the course of such activity, I request that measures be instituted without delay as judgment of medical personnel dictates.

Parent or guardian _____
 (Must sign if applicant is 18 or younger)

Applicant's signature _____

Date signed _____

IV. IMMUNIZATIONS

If disease, put "D" and year.

_____ Last year given _____

Tetanus _____

Diphtheria _____

Pertussis _____

Measles _____

Mumps _____

Rubella _____

Polio _____

Chicken Pox _____

Religious preference _____

V. LICENSED HEALTH-CARE PRACTITIONER'S EVALUATION AND ADVICE

Approved for participation in:

Hiking and camping Water activities

Competitive sports All activities

Specify exceptions _____

Recommendations (explain any restrictions OR limitations): _____

_____ Date _____

Signed _____
 *Licensed health-care practitioner

*Examinations conducted by licensed health-care practitioners other than physicians will be recognized for BSA purposes in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.

VI. MEDICAL HISTORY

Parent (or applicant if 18 or older): Fill in sections I, II, III, IV, and VI before seeing a licensed health-care practitioner. Check immunizations to be given at this time. Be sure to include any emergency information and restrictions or special care that should be observed. Especially be sure to record any injuries, illnesses, surgery, or significant changes in condition of health of applicant since last complete examination.

- Date of most recent complete physical examination (month and year) _____ 19____
- Are you aware of any current health problems? No Yes
- Now under medical care or taking medicines? No Yes
- Has there been any surgery, injury, illness, allergy, or change in health status since last complete physical examination? No Yes

Give dates and full details below for any "yes" answers.

IS THERE DISEASE OF (OR PAST OR PRESENT HISTORY OF):

	No	Yes	Year	Details/Medicines
Serious illness	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Serious injury	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Deformity	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Surgery	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Skin, glands	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Ears, eyes	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Nose, sinus	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Teeth, tonsils	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Dentures	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bridge	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Chest, lungs	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Heart	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Murmur	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Stomach, bowels	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Appendicitis	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Kidneys or urine	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Albumin	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Sugar	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Infection	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bed-wetting	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Menstrual problems	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Hernia (rupture)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Back, limbs, joints	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Sleepwalking	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Nervous condition	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Please list ALL medications taken in the 30 days prior to arrival at the Scouting activity where this form is to be used:

VII. HEALTH EXAMINATION

Licensed Health-Care Practitioner: _____

The applicant will be participating in a strenuous activity that will include one or more of the following conditions: athletic competition, adventure challenge or wilderness expedition (afloat or aloft) that may include high altitude, extreme weather conditions, cold water, exposure, fatigue, and/or remote conditions where readily available medical care cannot be assured.

- Please insist applicant furnish complete medical history (VI) before exam.
- Review immunizations; for youth (18 or younger) tetanus and diphtheria toxoids, measles, mumps, and rubella vaccines, and trivalent oral polio vaccine are required; youths and adults must have had tetanus booster within 10 years. A measles booster is recommended at age 12.
- After completing section VII, summarize any restrictions and/or recommendations in sections II and V, above, and sign.

Date _____ VISION: _____ HEARING: _____

Ht. _____ Wt. _____ Normal _____ Normal _____

B.P. _____ / _____ Pulse _____ Glasses _____ Abnormal _____

Contacts _____

Check box if normal; circle if abnormal and give details below:

Growth, development Teeth, tonsils Genitourinary

Skin, glands, hair Respiratory Skeletomuscular

Head, neck, thyroid Cardiovascular Neuropsychiatric

Eyes, ears, nose Abdomen, hernia, rings Other (specify) _____

COMMENTS

FOR THOSE ATTENDING PHILMONT OR NATIONAL HIGH-ADVENTURE BASES:

* The minimum age for all participants is 13 by January 1 of the year of participation, or have completed the seventh grade. No exceptions.

† Trail food is by necessity a high-carbohydrate, high-calorie diet. It is high in wheat, milk products, sugar, corn syrup, and artificial coloring/flavoring. Dinner meals contain meat. If these food products cause a problem in your diet, you need to bring appropriate substitutions with you and so advise base personnel.

Note: Licensed health-care practitioners representing high-adventure bases reserve the right to deny access to the trails or other program activity on the basis of a medical evaluation performed at the base after arrival.

REVIEW FOR CAMP OR SPECIAL ACTIVITY

DATE	AGENCY AND ACTIVITY	BY	"OK"	PHYSICIAN RECHECK NEEDED	RESULTS OF RECHECK	INITIAL

INTERVAL RECORD

(CAMP, CAMPOREE, TOURNAMENT, TRAVEL, ETC.)

DATE, TIME, PLACE, ETC.	FINDINGS, DIAGNOSES, TREATMENT, INSTRUCTIONS, DISPOSITION, ETC.	BY:



Purpose

The Troop Guide Book Addendum is produced each year or on an as needed basis to help identify the changes that have been made in the guide book. In addition the Addendum will have information that may change on a frequent basis. Several items that will be included in the addendum are: Position assignments, amount of dues as set by the Troop Committee and a section / page / paragraph listing of changes made to the troop guide book.

Dues

The Troop committee sets the annual dues. Dues are paid **in February**, when the Troop goes through its re-charter process with BSA. A portion of this fee (\$21.80 in 2004) goes to cover National BSA expenses (registration, Insurance, *Boys' Life*) for each boy. The remaining money covers a large portion of the Troop's budgeted operating expenses. Dues for 2006 were set by committee vote on 01/10/2006. Dues are set at \$80.00 per scout.

Position / Job Assignments

Assignment	Name	Assignment	Name	Assignment	Name
Scout Master	Shawn Coffman	Char Org Rep	Ken Holloway	Advancement	John Dick
ASM	Jim Ladislav	Comm Chair	Sherrri Ladislav	Merit Badge Cord	John Dick
ASM	Ted Loring	Asst Comm Chair		Eagle Scout Cord	
ASM	Thom O'Mahony	Secretary	Becky Werts	Cub Pack Liaison	
ASM	Randy Smith	Treasurer	Lisa O'Mahony	COH Coordinator	
ASM	Larry Wall	Health & Safety	Carolyn Palmer	Summer Camp	
ASM	Lee West	Uniform Recycling	Carolyn Palmer	Chaplain	
ASM	Ken Worthy	Webmaster	Ken Worthy	Outdoor	Ken Worthy
Young Adult ASM		Communications	Kriss Rushing	QuarterMaster	Jim Ladislav
		Records		Service Proj Cord	
		Historian		Re-Charter	
		Fundraising	Dee Epperson		
		Popcorn Chair			

Note: If you have an interest in helping the troop by filling any of the above positions please contact the Committee Chairperson for details. Many adults currently are handling more than one position while vital positions still need someone to volunteer. The ideal is one adult for one position. The guide book in Section 6 has detailed job descriptions.

Changes to the Troop Guide Book

Date	Section	Page	Paragraph	Summary of change
1/10/06	All			First Issue of guide book