



# Troop Guide

**Troop 335 Parent & Scout Information Packet**  
(Revised April 7, 2023)

**Unit: Scout Troop 335 (founded 1978)**

**District: Trailblazer**

**Council: “Pathway to Adventure Council”**

**Boy Scouts of America (founded 1910)**

## **Dear New Scout and Parents,**

This information packet is intended to familiarize you and your Scout with how Troop 335 operates, opportunities to support the Troop, your responsibilities to the Troop, and your responsibilities to your Scout. Please take the time to read all the information in this packet with your Scout. We will be glad to answer any questions in further detail.

**Note: For the most current version of the document, access to forms and the current calendar, please refer to our Troop website: [www.t335.org](http://www.t335.org)**

*(Note: For access any forms that contain Scout full names, contact our Scout webmaster for access to the secure portion of the website.)*



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# About Troop 335

**Scout Troop 335 is chartered by All Saints Lutheran Church, 630 South Quentin Road, Palatine, Illinois, United States of America** for the purpose of helping to develop the youth of the community through the BSA Scout Program. Membership in the Troop is not dependent upon membership in the church. Troop 335 is dedicated to providing service to the entire community and all families are welcome, regardless of faith. There are several service opportunities throughout the year for the Troop to “give back” to the church.

**Our Troop serves Scouts from: Barrington, Hoffman Estates, Inverness, Palatine, Rolling Meadows, Lake Zurich, Schaumburg, and other surrounding communities.**

Since its formation in 1978, the Troop has received many awards and honors on behalf of its Scouts, and has seen many of its Scouts attain the highest award in Scouting, the rank of Eagle Scout. Rank advancement and development of Scout skills in an atmosphere of fun is emphasized.

Our Troop has earned the Quality Unit Award, based on leadership, training of leaders, and Scout advancement, consistently over the past years.



# What is a “Scout-Led Troop”?

**We provide the Scouts with the opportunity to make decisions, make mistakes (and learn from them), and make connections. It's great to see a young person take on a job and complete it; it's even better to see him learn from it and do it better the next time.**

As written online by another Scoutmaster: *"The hardest thing for the adults to do is to allow the Scouts to fail. A few weeks ago (while the SPL and Scoutmaster were on a high adventure outing with five other older Scouts) the Troop planned a meeting at the local park. Well, communication was not what was needed. When I (Scoutmaster) asked the SPL about the Troop meeting one day in advance, "Hey, is everything in order?", he said yes. I asked him if everyone knew about the proper meeting location, he again said yes. I asked him how they received this information. The SPL said by email. I asked him how come I didn't know and had not yet received an email. I got shoulder shrugs. I asked if he got an email. His response was he didn't check. He finally said in an exasperated tone, "Dad, everyone knows where to meet. Don't worry about it. Well the next evening about 10% of the boys show up at the park. I advised sending a "runner" to our regular spot (about two miles away) and finally, about 45 minutes later the SPL starts the meeting. I got lots of 'feedback' from adults telling me I screwed up, should have notified everyone, yadda, yadda, yadda. I have developed thick skin and just shrugged my shoulders and said they should talk to the SPL. A few weeks later, communication was done on a much better level when we had a location change. I did my job - they boys learned something and nobody got hurt!"*



## Scout-Led Troop

Task	Scouts	Adult Leadership
Determine, plan, budget and execute on monthly activities	Yes ("Event SPL" with Patrol Leaders)	No
Assign "Event SPL"	Yes, through volunteering	Yes, Scoutmaster only if no volunteers
Sign any legal documents and pay fees to camps	No	Yes
Reserve Church & Reserve Event Location	Yes, if it does not require payment. No, if it requires payment or is the Church	Yes, only if requires payment and request or Church location requested
Communication (website, phone, email & text) about allactivities	Yes	Only parent related communication
Arrange Transportation of boys to and from activities	No, but Scouts need to be sure it is part of the plan	Yes
Arrange Trailer to be driven to and from event	No, but Scouts need to be sure the trailer is packed properly	Yes
Plan & Manage safety	Yes	Yes
Senior Patrol Leader (SPL) & PLC lead all meetings. (From pre-opening/ gathering activities, uniform inspections to presentations to games)	Yes	No, except for Scoutmaster Minute
Plan and Execute all Service Projects.	Yes	No
Hold regular Patrol Leader Councils (PLCs) (1st Monday of every month or other agreed time)	Yes	No
Committee Meetings (3rd Tuesday of every month) & District Roundtable (2nd Wednesday of every month)	No	Yes
Sign-off on "Scout" through "First Class" rank requirements	Yes (Star, Life & Eagle rank)	No
Scoutmaster Conference Board of Review	SMC - Yes, but needs to request it from Scoutmaster BOR – Notify Adult Advancement Chair	Yes, only if requested
Provide instruction & training	Yes (SPL, PLC & Patrol Leaders)	No, unless asked
Coach & Mentoring	Yes, to each other	Yes, via the SPL & Event SPL

## Differences between Cub Scouts and Scouts

<b>Topic</b>	<b>Cub Scouts</b>	<b>Scouts</b>
<b>Meetings</b>	Two monthly Den meetings and one monthly Pack meeting	Weekly Troop meetings, one monthly campout/outing
<b>Meetings Planned By</b>	Adult leaders (Den Leader, Cubmaster, and Parents)	Patrol Leader's Council (Senior Patrol Leader, Asst. Senior Patrol Leaders, Patrol Leaders, etc...)
<b>Meetings Conducted By</b>	Cubmaster (Pack meetings) Den Leader (Den meetings)	Senior Patrol Leader (Scout)
<b>Organization</b>	Scouts broken up into Dens based on grade	New Scouts are integrated into patrols.
<b>Scouts Led By</b>	Den Leader (adult)	Patrol Leader (Scout)
<b>Campouts/Outings</b>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by adults.</li> <li>• Adult partner required with each Cub Scout.</li> <li>• Meals planned and prepared by adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by Patrol Leader's Council (Scouts) with logistic assistance by Outdoor Activity Coordinator (adult).</li> <li>• At least two adults required for each outing.</li> <li>• Meals planned and prepared (including purchasing food) by each Patrol.</li> </ul>
<b>Ranks</b>	<p>Den Leaders assist Cub Scouts with their grade's five different ranks:</p> <ul style="list-style-type: none"> <li>• Tiger</li> <li>• Wolf</li> <li>• Bear</li> <li>• Webelos</li> <li>• Webelos 2</li> </ul>	<p>Unlike Cub Scouts, the Scouts are responsible for working on their own advancements. Scouts must confer with one of the Troop leaders to be tested for requirements achievement, and have requirements signed off in their BSA Scout Handbooks. The BSA Scout Advancement program has six different ranks:</p> <ul style="list-style-type: none"> <li>• Tenderfoot</li> <li>• Second Class</li> <li>• First Class</li> <li>• Star</li> <li>• Life</li> <li>• Eagle</li> </ul>
<b>Cubmaster/Scoutmaster Role</b>	In Cub Scouts, the Cubmaster is the "Master of Ceremonies" and is the focal point for Pack meetings.	<p>In Scouts, the Scoutmaster is an "advisor" or "coach" who works with the junior leaders to help them plan and lead the program.</p> <p><i>Note: This is an important distinction to understand, since the Scout-led Troop meeting sometimes looks unplanned and/or chaotic, but is really the result of the Scouts trying some new things, learning and making mistakes.</i></p>

# Troop Program

The aims of the Boy Scouts of America program are Character Development, Citizenship Training, Service Opportunity, and Personal Fitness. These aims are achieved through the use of eight methods: The Ideals of Scouting, Advancement, Uniform, Outdoor Program, Leadership Development, Adult Association, and Personal Growth.

As it is in all Troops, Scouts lead the program. The Scoutmaster and a group of Assistant Scoutmasters guide and supervise them. The **Scout Patrol Leaders** (the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guides, and Patrol Leaders) provide the Scout leadership. The Senior Patrol Leader is elected by the youth membership twice yearly. **An annual planning meeting is held, usually in August**, where the upcoming events and activities for the program year are planned by the Scouts and reviewed with the adult leadership. **The Patrol Leaders meet the first Monday of each month (or another agreed date/time)** to plan and review the upcoming month's activities during a Patrol Leader Council (PLC) Meeting. The rest of the Troop members do not usually attend, but may come to observe, if desired. Members of the Patrol Leadership must commit to attending meetings, provide leadership at all events, and ensure that all members are treated with respect and fairness.

The Scouts are organized into **patrols**, each with its own Patrol Leader, Assistant, and assigned positions. A patrol functions together during meetings and campouts. Members of each patrol plan menus, buy their food, cook, and cleanup, work and have fun together. **It is the responsibility of the Patrol Leader to communicate to the patrol members each week to inform them of upcoming activities, change of meeting location or type of uniform for the following week, etc. If the Scout has not received this information by Sunday afternoon, it is then his responsibility to contact the Patrol Leader for this information.**

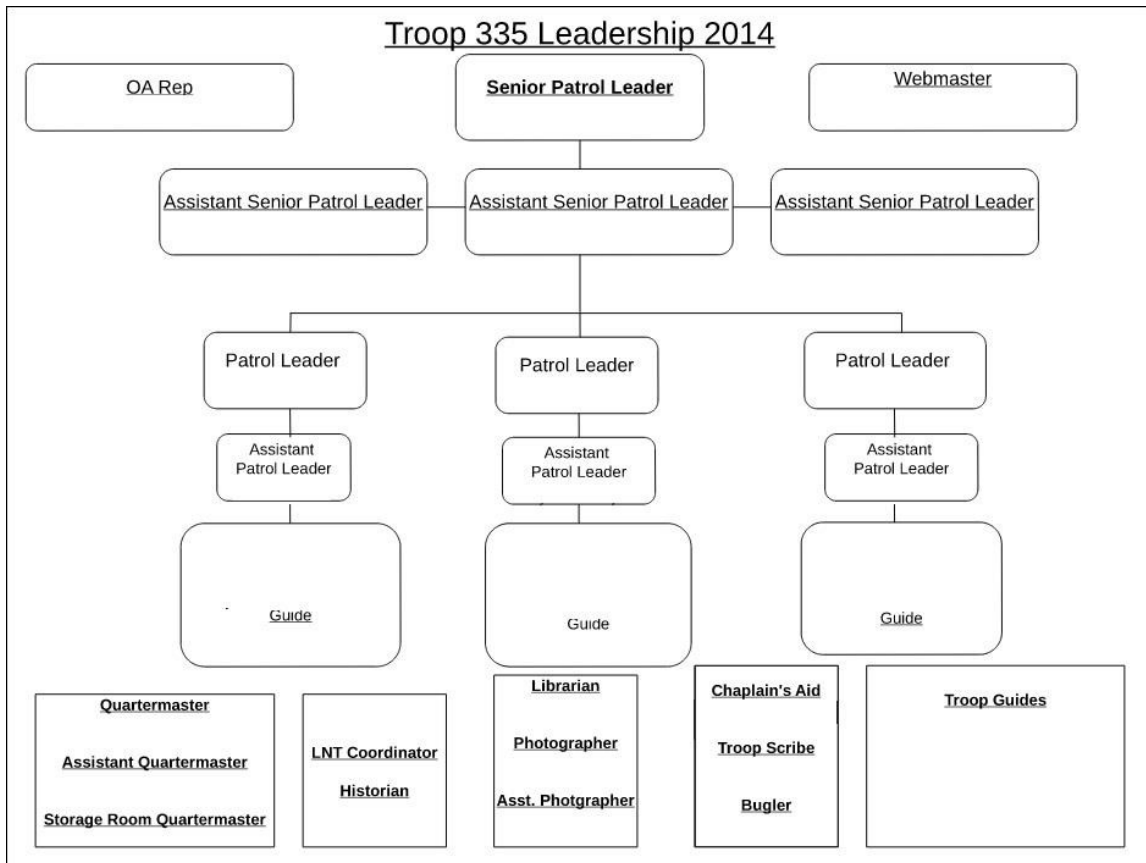


# Scout Leadership Roles

This section is excerpted from "Troop Leader Training" published by BSA

Troop 335 is actually led by its youth leaders. With the guidance of the Scoutmaster and assistants, the Scouts plan the program, conduct Troop meetings, and provide leadership among their peers.

Troop 335 holds elections about every six months for the Senior Patrol Leader. The SPL then appoints other Leadership positions based on interest of the Scouts and the approval of the Scoutmaster.



## **Introduction to Leadership Skills for Troops**

This training will provide an introduction to leadership skills for youth in Scout troops. The training course is delivered to the youth of the troop by older and more experienced youth as soon as a young person has been selected by his or her peers for a leadership position. Youth are introduced to the skills of leadership and the tools they will use to implement their vision of adventure and leadership in their role as a youth leader in their troop. The syllabus is available from the BSA through the youth training link on the BSA's Training web page:

<http://scouting.org/Training/Youth.aspx>

### ***Who is eligible?***

- All Scouts. A member of Troop 335 will provide this training annually during a selected Troop meeting.

## **Scout Leadership Role Descriptions**

### **Senior Patrol Leader (SPL)**

- Presides at all Troop meetings, events, activities and annual program planning conference
- Chairs the patrol leaders' council
- Appoints Scout leaders with the advice and consent of the Scoutmaster
- Assigns duties and responsibilities to other youth leaders
- Works with the Scoutmaster in training youth leaders
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Must be First Class Rank or above
- Shows and helps develop Scout spirit

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

- Is responsible for training and giving correct leadership to the following appointed youth leaders: historian, Order of the Arrow Troop representative, scribe, librarian, instructor, quartermaster, and chaplain aide
- Helps lead meetings and activities as called upon by the Senior Patrol Leader
- Guides the Troop in the Senior Patrol Leader's absence
- Performs tasks assigned by the Senior Patrol Leader
- Functions as a member of the Patrol Leaders' Council
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Patrol Leader**

- Plans and leads patrol meetings and activities
- Keeps patrol members informed
- Assigns each patrol member a task and helps them succeed
- Represents the patrol at all Patrol Leaders' Council (PLC) meetings and the annual program planning conference
- Prepares the patrol to take part in all Troop activities
- Shows and helps develop patrol spirit
- Works with other Troop leaders to make the Troop perform well
- Knows what patrol members and other leaders can do
- Sets a good example
- Wears the Scout uniform correctly
- Instructs Scouting Skills are needed within the Troop or patrols
- Prepare well in advance for each teaching assignment
- Lives by the Scout Oath and Law

**Assistant Patrol Leader**

- Helps the Patrol Leader plan and lead patrol meetings and activities
- Helps the Patrol Leader keep patrol members informed
- Helps the Patrol Leader prepare the Troop to take part in all Troop activities
- Leads the patrol in the Patrol Leader's absence
- Shows and helps develop patrol spirit
- Represents the patrol at all Patrol Leader Council meetings in the patrol leader's absence
- Works with other Troop leaders to make the Troop perform well
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law

**Den Chief**

- Serves as the activities assistant at Cub Scout den meetings
- Meets regularly with the Den leader to review the den and pack meeting plans
- If serving as a Webelos Den Chief, helps prepare Cub Scouts to join BSA Scouting
- Projects a positive image of Scouting
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Troop Guide**

- Introduces new Scouts to Troop operations
- Guides new Scouts through early Scouting activities
- Helps new Scouts earn the First Class Rank in their first year
- Coaches the Patrol Leaders
- Attends Patrol Leaders' Council meetings
- Coaches individual Scouts on Scouting challenges
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- Teaches basic Scout skills

**Quartermaster**

- Keeps records of patrol and Troop equipment
- Keeps equipment in good repair
- Keeps equipment storage areas neat and clean
- Issues equipment and sees that it is returned in good order
- Suggests new or replacement items
- Works with the Adult Quartermaster
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Chaplain Aide**

- Keeps Troop leaders apprised of religious holidays when planning activities
- Assists the Troop chaplain or religious coordinator in meeting the religious needs of Troop members while on activities
- Encourages saying grace at meals while camping or on activities
- Leads worship services on campouts
- Tells Troop members about the religious emblems program for their faith
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Scribe**

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records Troop announcements at weekly meetings and communicates them to the Troop.
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Librarian**

- Establishes and maintains a Troop library
- Keeps records on literature owned by the Troop
- Adds new or replacement items as needed
- Has literature available for borrowing at Troop meetings
- Maintains a system to check literature in and out
- Follows up on late returns
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Photographer**

- Takes pictures at all meetings, ceremonies and activities
- Posts appropriate pictures on Troop website
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Historian**

- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Takes care of Troop trophies and keepsakes
- Plans annual homecoming event for Troop alumni
- Makes annual presentation to charter organization on Troop activities
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Leave No Trace Trainer**

- Teaches Leave No Trace principles to Troop
- Ensures Troop follows these principles on outings
- Has thorough understanding of and commitment to Leave No Trace
- Can help Scouts earn Leave No Trace award.
- Functions as a member of PLC
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- As one of the requirements to hold this position, the **Scout must complete the Leave No Trace Trainer Instructor course**. This is the only youth position that REQUIRES a training course.

### **Order of the Arrow Troop Representative**

- Serve as a communication link between the Order of the Arrow lodge or chapter and the Troop
- Encourage year-round and resident camping in the Troop
- Encourage older Scout participation in high-adventure programs
- Encourage Scouts to actively participate in community service projects
- Assist with leadership skills training in the Troop
- Encourage Arrowmen to assume leadership positions in the Troop
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

# Uniform Policy

The Troop's uniform policy consists of Class A, B, or C

**Class A** - consists of:

- official Scout shirt,
- jeans or official Scout pants/shorts
- Troop neckerchief with slide
- Scout belt
- Merit badge sash, if applicable.

This is worn to all weekly Troop meetings, Court of Honors, Scoutmaster Conferences, Board of Reviews, all District and Council events, and whenever representing Scouting to the public. New Scouts will receive a Troop neckerchief upon joining the Troop. The Scout should also consider the Scout Handbook, paper and pen or pencil part of the uniform.

**Class B** - uniform consists of a Scout or Troop shirt and appropriate pants/shorts. This is to be worn for outings and other events designated by the Senior Patrol Leader (SPL) or Scoutmaster. Troop tee shirts are available through the committee at a nominal cost.

**Class C** - is civilian clothes. This is to be worn when the Scouts are to participate in an activity that could damage the uniform. To be specified by the Senior Patrol Leader (SPL) or Scoutmaster.

Uniform inspections will occur at the request of Senior Patrol Leader (SPL) or Scoutmaster.



# Advancement



**Scout | Tenderfoot | Second Class | First Class | Star | Life | Eagle**

Within the first few meetings the new Scout attends, the Scout should be able to earn the rank of “Scout”. Each Scout has a very individual pace of advancement through the next ranks of Scouting. Much of the work on the ranks of Tenderfoot, Second Class, and First Class is done within the patrol and on campouts. Along with active participation in all Troop activities, time and support from home is also needed for the Scout to advance in ranks.

After achieving First Class, a Scout must serve in positions of leadership within the Troop and earn merit badges to attain the ranks of Star and Life. A Scout needs to earn a total of 21 merit badges (including the fourteen required badges), have a record of leadership, Troop participation, and complete a major service project for the community before he can earn the rank of Eagle Scout.

**ALL Scouts are individually responsible for pursuing their rank advancement and completing the requirements.** Scoutmasters and Patrol Leaders will encourage the Scout, but will not remind them to do so. It is great for new Scouts to work on 1-2 requirements per week and get into the habit of having their books signed at each meeting. This is the best way to advance through the first few ranks.

**Step 1:** As each requirement for Tenderfoot, Second Class and First Class is completed, the Scout will have a fellow Scout of Star rank or higher, sign it off in his Scout Handbook. Only the Scoutmaster or an Assistant Scoutmaster can sign off the ranks of Star and Life. When all requirements for rank have been signed-off, the Scout may request a Scoutmaster’s Conference from our Advancement Coordinator.



**Step 2:** The **Scoutmaster's Conference** is an opportunity for the Scout to discuss their progress, their goals, any problems they are having, and to demonstrate that they have completed all of the requirements for the rank. Conferences must be completed before the evening of Board of Review. They must appear in full uniform with their signed handbook.

**Step 3:** If they have successfully completed the Scoutmaster Conference, the Scout will be eligible for a **Board of Review**. The Board verifies that the Scout has completed all of the requirements for the rank and that they have retained what they have learned. **He must appear in full uniform with his signed handbook.**

**Step 4:** Upon passing their Board of Review, the Scout has advanced to that rank. The Scout and their parents are recognized for the achievement at the next quarterly Court of Honor and receive their new rank patch.



# Merit Badges

Your Scout may **start working on merit badges at any time** and will probably earn a few if he attends summer camp during his first year. There are numerous merit badges available for the Scout to earn.

To earn Eagle rank, the Scout would earn a **minimum of 21 merit badges** (most Scouts earn more than 21), including the following:

1. First Aid
2. Citizenship in the Community
3. Citizenship in the Nation
4. Citizenship in Society
5. Citizenship in the World
6. Communication
7. Personal Fitness
8. Emergency Preparedness OR Lifesaving
9. Environmental Science OR Sustainability
10. Personal Management
11. Swimming OR Hiking OR Cycling
12. Camping
13. Cooking
14. Family Life

## List of Merit Badges

- American Business
- American Cultures
- American Heritage
- American Labor
- Animal Science
- Animation
- Archaeology
- Archery
- Architecture
- Art
- Astronomy
- Athletics
- Automotive Maintenance
- Aviation
- Backpacking
- Basketry
- Bird Study
- Bugling
- **Camping**
- Canoeing
- Chemistry
- Chess
- Cinematography
- **Citizenship in the Community**
- **Citizenship in the Nation**
- **Citizenship in Society**
- **Citizenship in the World**
- Climbing
- Coin Collecting
- Collections
- **Communication**
- Composite Materials
- **Cooking**
- Crime Prevention
- **Cycling**
- Dentistry
- Digital Technology
- Disabilities Awareness
- Dog Care
- Drafting
- Electricity
- Electronics
- **Emergency Preparedness**
- Energy
- Engineering
- Entrepreneurship
- **Environmental Science**
- Exploration
- **Family Life**
- Farm Mechanics
- Fingerprinting
- Fire Safety
- **First Aid**
- Fish and Wildlife Management
- Fishing
- Fly Fishing
- Forestry
- Game Design
- Gardening
- Genealogy
- Geocaching
- Geology
- Golf
- Graphic Arts
- Health Care Professions
- **Hiking**
- Home Repairs
- Horsemanship
- Indian Lore
- Insect Study
- Inventing
- Journalism
- Kayaking
- Landscape Architecture
- Law
- Leatherwork
- **Lifesaving**
- Mammal Study
- Medicine
- e
- Metalwork
- Mining in Society
- Model Design and Building
- Motorboating
- Moviemaking
- Music
- Nature
- Nuclear Science
- Oceanography
- Orienteering
- Painting
- **Personal Fitness**
- **Personal Management**
- Pets
- Photography
- Pioneering
- Plant Science
- Plumbing
- Pottery
- Programming
- Public Health
- Public Speaking
- Pulp and Paper
- Radio
- Railroading
- Reading
- Reptile and Amphibian Study
- Rifle Shooting
- Robotics
- Rowing
- Safety
- Salesmanship
- Scouting Heritage
- Scholarship
- Scuba Diving
- Sculpture
- Search & Rescue
- Shotgun Shooting
- Signs, Signals and Codes
- Skating
- Small-Boat Sailing
- Snow Sports
- Soil and Water Conservation
- Space Exploration
- Sports
- Stamp Collecting
- Surveying
- **Sustainability**
- **Swimming**
- Textile
- Theater
- Traffic Safety
- Truck Transportation
- Veterinary Medicine
- Water Sports
- Weather
- Welding
- Whitewater
- Wilderness Survival
- Wood Carving
- Woodwork

**The Scout needs to request a Blue Card from the Scoutmaster or Assistant Scoutmaster when he is ready to begin working on a merit badge.** A merit badge book specific to that badge may be obtained from the BSA online library, Troop library, local community library or the Scout Shop. The online library is <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/merit-badges/>

Make sure the book is current, as some of the requirements do change over the years. Some merit badge worksheets are also found on the Internet.

It is the Scout's responsibility to contact a merit badge counselor to review what is required of them to complete the requirements. Merit badge counselors are individuals who are professionals, have expertise, or special training in the area of the specific merit badge. They are registered with Scouting and may sign off on the official Blue Cards. **The Buddy System requires that a Scout not be alone when meeting with a counselor.** Completed Blue Cards are given to the Advancement Chairperson and the badges are awarded at the following Court of Honor. Also, research merit badge classes in your area, and begin working on your fourteen Eagle required merit badges early.



# Scoutmaster Conference

## 1. What is a Scoutmaster Conference?

A Scoutmaster meeting (or Scoutmaster Conference) is any discussion between a Scoutmaster and a Scout.

A Scoutmaster Conference is also a requirement for the completion of each rank. During a Scoutmaster Conference where the Scout wishes to discuss rank, we use the discussion as an opportunity to simply check that all other rank requirements are completed prior to a Board of Review. Therefore, the Scoutmaster Conference is typically the last requirement to be signed-off before the Board of Review (the final step for a new rank).

For Scout, Tenderfoot, Second Class and First Class ranks: Requirements are confirmed and signed-off if completed by the Scouts with Star rank, Life rank, or Eagle rank -- except the Scoutmaster Conference, Board of Review and the requirement regarding the Scout Law and Scout Oath, which is confirmed and signed off if completed by the Scoutmasters.

For Star, Life and Eagle ranks: All requirements (except the Board of Review) are confirmed as completed by the Scoutmasters.

## 2. How does a Scout sign-up for a Scoutmaster Conference?

You can meet with Scoutmasters at any time! But once a Scout feels that they have met the rank expectations by completing all of the requirements, the Scout should write their name on the "Scoutmaster Meeting" clip board at the Troop meeting.

To not disrupt Troop meetings, Scoutmaster Conferences regarding rank typically happen outside of the Troop meetings (especially for First Class, Star rank, Life rank and Eagle rank). So, it is helpful if the Scout also provides date/time availability.

Scouts should prepare for your Scoutmaster conference by again reviewing any prior meeting notes and the rank requirements. Scouts should be prepared with examples of how you live the Scout Oath and Scout Law in your daily life. In addition, for Star rank, Life rank, and Eagle rank, Scouts should also be prepared with specific examples and detail of how you completed each requirement.

## 3. What does a Scout bring and wear to a Scoutmaster Conference?

A Scout must:

- > bring the Scout handbook
- > bring a pad of paper (and pencil/pen)
- > wear their full-First Class A uniform (exactly as described in our Troop Guide)

#### **4. What is discussed at a Scoutmaster Conference?**

a) There are at least two Scoutmasters at a Scoutmaster Conference for rank. Our primary rule is that there are no "wrong" answers except a lie. Some Scouts also share private feelings that they wish to keep confidential. Therefore, to maintain trust, Scoutmasters will not share anything outside the conference room that was specifically discussed inside the room.

b) During the first part of the meeting, the Scouts are asked questions and expected to give specific examples of how they have completed the requirements, including:

- \* How well are they enjoying the Scouting experience
- \* Specific examples of how they completed each requirement for the rank (for Star, Life and Eagle ranks)
- \* Does the Scout understand and how do they practice the Scout Law and Scout Oath
- \* What are their future aspirations

c) During the second part of the meeting:

- \* If any requirement was not complete, we discuss the requirement further and the Scout is given a specific list of ways to accomplish the remaining requirement(s)
- \* If the requirements are all completed and signed-off, Scouts are also told what is expected for the next rank

#### **5. If a Scout has incomplete requirements, what needs to be done to complete them?**

Scouts: If you are ever unclear about your progress or the expectations for your next rank, we encourage you to meet with a Scoutmaster (and bring your notebook!)

Parents: During the Scoutmaster Conference, we review the list of rank requirements that were not yet completed your Scout, and most Scouts choose to write notes (which we highly encourage). If you have any questions regarding any specific requirements that are incomplete or what expectations would meet the requirements, we encourage you to discuss them with your Scout.

#### **6. How can PARENTS help their Scout advance?**

For all parents it's difficult to see your Scout struggle, and it's quite easy to jump in and do a task or requirement for them. **DO NOT!** It is important that parents don't make the phone calls, draft the emails, set the goals, write lists, and "do" the requirements for your Scout. If your Scout asks for help, be supportive by helping to review their drafted email, help them brainstorm ideas, praise them for the tasks completed, and ask them about their progress. Again, you can be supportive, but be careful not to overstep into completing their responsibilities or requirements.

Remember, the Scouting program is intended to be a journey of personal growth (it is not intended to be a simple destination). Be supportive of the program and your Scout by continually encouraging them to challenge themselves and to try new situations and tasks. Most parents are surprised at the things that their children can do - if you only allow them try it!

Again, your Scout can meet with Scoutmasters at anytime to review their progress or if they has questions about the rank requirement expectations. If your Scout is ever unclear about their progress or the expectations for their next rank, encourage them to meet with the Scoutmaster (and encourage them to bring a notebook!).

I hope this provides everyone some insight into the Scoutmaster meetings and the rank advancement process. If you ever have any questions, please feel free to schedule some time with the Scoutmaster and they would be happy to discuss any of your questions or concerns.

## Campouts

The Troop plans an activity every month, which is typically a campout. The actual number and types of campouts each year are determined by the Scouts.

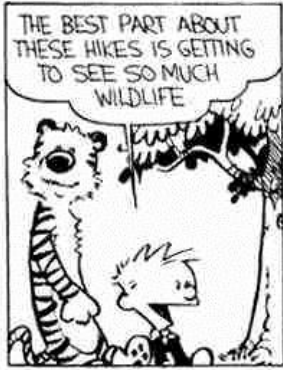
Parents are welcome on most campouts, but please observe the following rules:

1. The Scouts camp as patrols. The Patrol Leaders and Event's Senior Patrol Leader are responsible for the activities, under the guidance of the Scoutmaster and Assistants. Please don't interfere in a Scout's activities. **If you see a problem, talk to one of the Scoutmasters.**
2. On some campouts, the Troop will actively seek your help with some activities.
3. **Scouts should always sleep in tents with other Scouts even if their parents are at the campsite.**
4. All adults and visitors should prepare and eat meals and sleep in tents separate from the Scout patrols.

### **Remember**

The Scouts are the Scoutmaster's responsibility at Troop activities. Please refrain from giving Scouts permission/approvals during Troop events. Instead, direct them to the youth leaders. **The exception to this is safety. If safety of any attending adult or Scout is at risk, both Scouts and adults, regardless of age or rank, are asked to respond at once.**

**Scouts & Adults Costs:** Each campout typically has a small fee associated with it for food, transportation, campsite fees, and activity fees. The typical campout is \$20-\$50 each Scout. Unless otherwise specified, the Troop will pay for trained Adult leader fees to attend each campout, which will subsidize the cost for the adults assisting with the campout.





## Typical Campouts

In addition to the annual Council-sponsored campouts below, the Scouts typically plan other campouts throughout the year, including:

- New Scout Overnight Campout
- Climbing Wall Overnight
- Submarine Overnight
- Patrol Competitions Campout
- Cabin Campout
- Museum Overnight
- Skiing Overnight

Campout Description	Duration	Location
Spring Camporee in March	Friday & Saturday night	Varies*
Annual Summer Camp	Saturday through Saturday (one week)	Owasippe Scout Reservation Twin Lake, MI
Webelos Unplugged in October	Friday & Saturday night	Varies*
Fall Camporee in November	Friday & Saturday night	Varies*
Klondike in January	Friday & Saturday night	Varies*

*\*Location may vary depending on attendance size, but usually held at Camp Sol R Crown or other nearby campsite.*

## Campout Leadership:

Each campout and activity is led by an “Event’s Senior Patrol Leader,” who will be responsible for planning, communicating, assigning positions, developing and collecting the permission slip, and leading the event.

Depending on the number of participants attending the particular campout, special patrols may be assembled:

- Each patrol is assigned a “patrol box”, which essentially contains a portable camp kitchen. All of these patrol items must be kept in proper condition. Dues may be used to repair or purchase any other items the boys require for their patrol activities.
- Each patrol is responsible for creating an approved menu and purchasing the necessary food for the menu.

# Summer Camp

The Troop attends Camp Owasisippe, one of the licensed BSA Scout Summer Camps, for at least one one-week session each summer. Summer camp is a great opportunity for the Scout to earn Merit Badges, bond with their Troop, develop responsibility away from home, and to have a lot of fun in the outdoors. Scouts can participate in many activities such as archery, boating, rifle shooting, swimming, cooking, and much more! Camp is usually held the last week of July/first week of August.

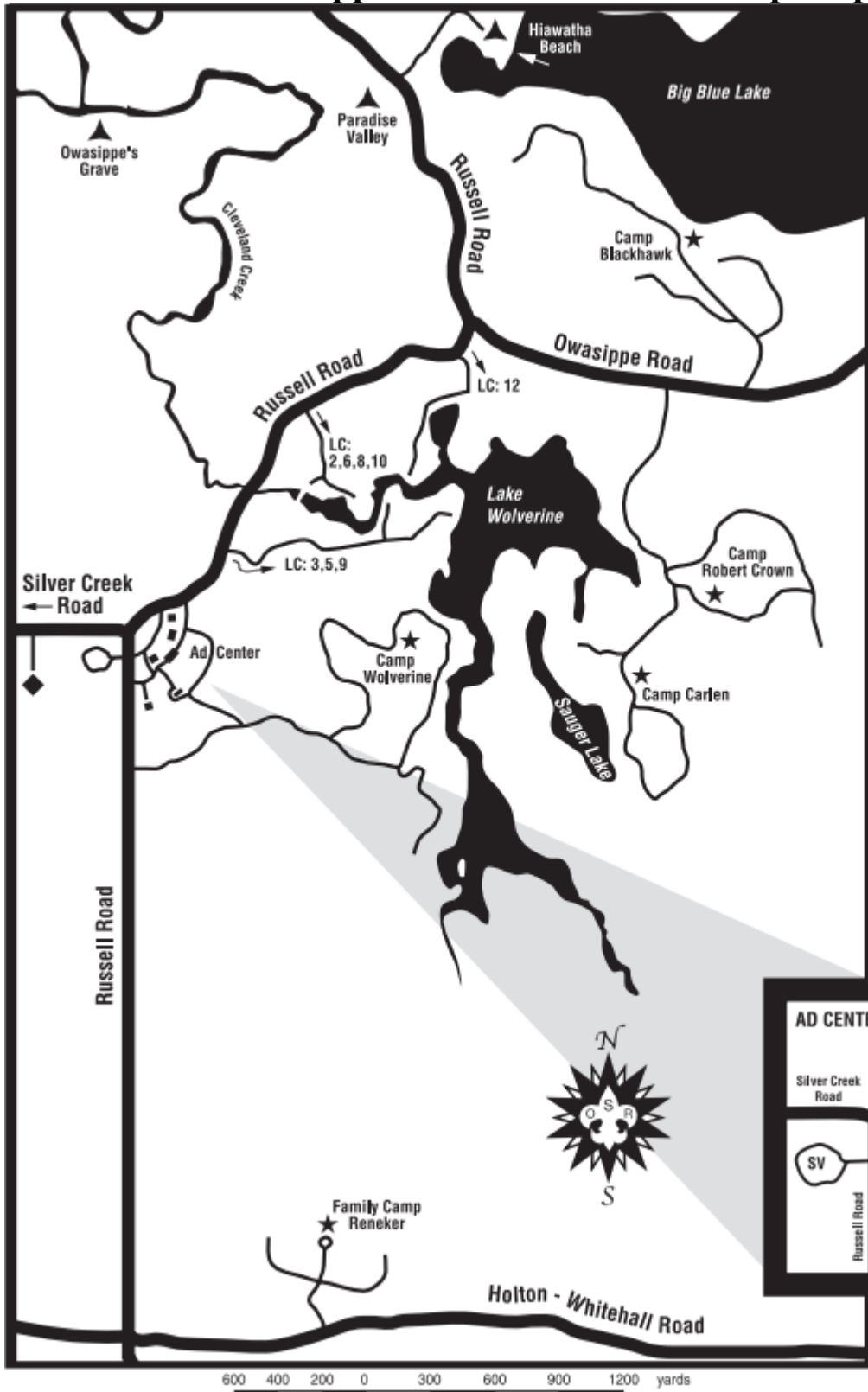
**Scout & Adult Costs:** The cost of summer camp is roughly \$350 for each Scout, which must be paid by the Scouts in full by the deadline in order to participate. The troop will subsidize the amount of two adult camp fees for any trained adults 21 years and older that choose to volunteer at the camp for the entire week of activities. There may be a small fee charged for all adults that attend a smaller portion of the week or who are not properly trained.

## Owasippe Scout Reservation

9900 Russell Road  
Twin Lake, MI 49457

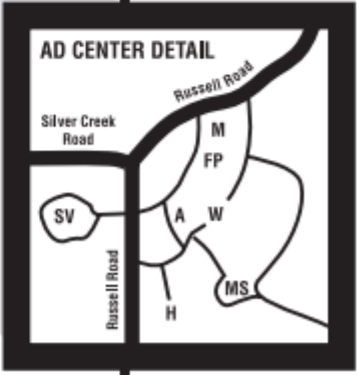


# Owasippe Scout Reservation Camp Map



Scale 1 : 22 159  
1 in. = approx. 615 yds.

Legend	
	.....Paved Rd.
	..... Camp Rd.
	..... Camp Office
	..... Landmark
	..... Horse Corral
	..... Lake
SV	..... Staff Village
H	..... Health Lodge
M	..... Museum
FP	..... Food Prep.
A	..... Admin. Bldg.
W	..... Warehouse
MS	..... Maintenance
LC	..... Lake Cabin



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# Service Projects

*Our Troop performs a lot of service, and almost all ranks require some amount of service time. We ask Scouts First class and above to plan and execute service projects, which gives them great practice for their Eagle project.*

These projects require parent help and support. You will be hearing about them as they come up, but typically include at least:

- Hospitality for church events, such as the Annual Women’s Dinner
- Support of Eagle Service Projects (variety of projects)
- Avon Walk (set up tents)
- Palatine Memorial Day Parade (participants)

Each year, one Scout and one adult may be chosen to receive the prestigious “**Troop 335 All Saints Lutheran Church Cheerful Service Award**” for the most recorded volunteer Scout service project hours during the single year that was donated to our community.

- No Scout or adult will receive the award more than once.
- Service hours for an Eagle Project do not count for the Scout attempting to achieve the Eagle rank nor for any adult(s) that is the parent/guardian of the Scout attempting to earn the Eagle rank (however, the other adults and Scouts choosing to assist in the Eagle project may receive credit for their service hours)



# Older Scout Programs

## High Adventure Trips

The experienced Scouts (**over 14 years of age**) who have **Star Class or Above** are eligible to attend our Troop's varied High Adventures. High Adventure trips are chosen by the eligible Scouts.

Recent High Adventure trips have included:

- Philmont (a working ranch in New Mexico)
- Boundary Waters (canoeing in the Northern Territory)
- fly-in fishing trips to Canada
- Sea Base in Florida
- Hiking in Alaska and in Glacier National Park in Montana
- National Jamboree (every 4 years) at The Summit with tens of thousands of other Scouters.
- 10-day bicycling trek within Illinois
- *and more!*

Note: Adults may only qualify to attend these high adventure trips if they:

- meet the physical requirements (required height/weight limits and medical exams)
- successfully passed all of the required BSA training courses for the trip
- consistently participated in other outdoor Troop camping trips

These trips challenge Scouts (and adults) physically as well as provide an experience of a lifetime.

**Scouts & Adult Costs:** Each Scout and Adult must pay for the high adventure fees, and must be fully paid by the deadline in order to participate. The cost generally range greatly between \$800 (for extended trips near home) to \$5000 (for trips overseas), but typically are about \$1500 per Scout.



## National Youth Leadership Training

The National Youth Leadership Training (NYLT) conference is a one-week leadership training course delivered by the local council to help youth further develop their capacity as leaders. The leadership skills introduced in ILS are developed in greater detail, and the weeklong training course delivers the skills by modeling a month in the life of a Scouting unit. Youth who function in leadership roles in their troop or crew will benefit from the experiences developed in this course. NYLT serves as a gateway course to the entire suite of the BSA's advanced youth leadership development courses.

### *Who is eligible?*

- All Scouts First Class rank and above

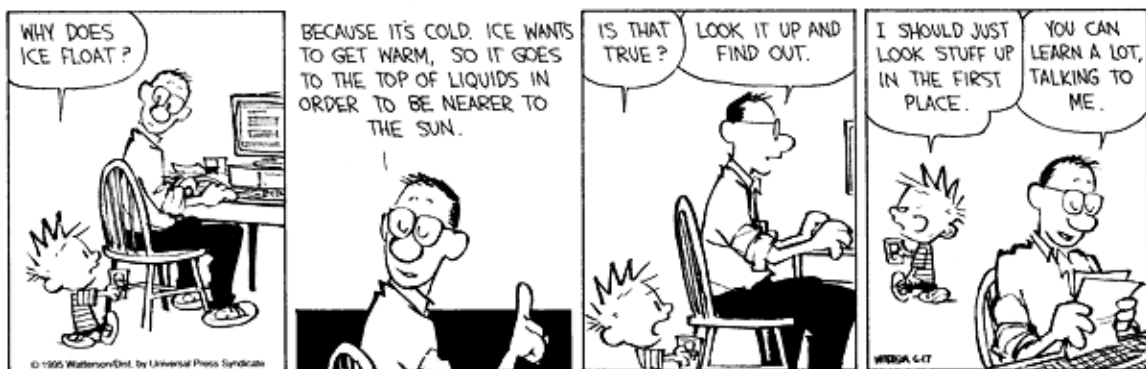
## Science, Technology, Engineering and Mathematics (STEM) & NOVA Awards

STEM is part of an initiative BSA Scouting has taken on to encourage the natural curiosity of youth members and their sense of wonder about these fields through existing programs. From archery to welding, Scouts can't help but enjoy the wide range of STEM-related activities. To support this initiative, BSA Scouting developed the Nova Awards program so that youth members have fun and receive recognition for their efforts.

BSA Scouting developed the Nova Awards program to excite and expand a sense of wonder in our Scouts. By working with an adult counselor or mentor, the various modules allow them to explore the basic principles of STEM and discover how fun and fascinating STEM can be. The Supernova awards are offered for those who enjoy a super challenge. For more information about STEM and the Nova Awards program, visit [www.scouting.org/stem](http://www.scouting.org/stem). Discover how the Nova Awards program helps youth be "Prepared. For Life."

### *Who is eligible?*

- All Scouts, but certain merit badges will need to be completed as part of the program.



## Order of the Arrow (OA)

The Order of the Arrow (OA) is the national honor society of BSA Scouting. It uses American Indian-styled traditions and ceremonies to bestow recognition on Scouts selected by their peers as best exemplifying the ideals of Scouting. Once per year, the Scouts may choose eligible Scouts within their Troop to join the Order of the Arrow.

The society was created in 1915 as a means of reinforcing the Scout Oath and the Scout Law. The goal was to establish these as lifelong guidelines, and to encourage continued participation in Scouting and camping. Inducted members, known as Arrowmen or Brothers, are organized into local youth-led lodges that harbor fellowship, promote camping, and render service to BSA councils and their communities. Members wear identifying insignia on their uniforms, most notably the OA pocket flap (representing their individual lodge) and the OA sash (worn at official OA functions) and are eligible for special OA awards. The OA program sponsors several events, awards, and training functions.

### *Who is eligible?*

- Only eligible Scouts that are nominated as candidates can be elected to be an OA member.
- To be a potential candidate, the Scout must first meet all specified requirements at the time of the annual election:
  - Approval of their Scoutmaster
  - Demonstrate Scout spirit (i.e., Scoutmaster certifies his adherence to the Scout Oath and Law and active participation in unit activities)
  - If below age 21, the Scout must also:
    - Be a registered member of the Boy Scouts of America
    - Hold the First Class rank of BSA Scouting (minimum)
    - After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the BSA Scouting. The balance of the camping must be overnight, weekend, or other short-term camps
    - Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee

# Personal Equipment

The new Scouts will be given the current edition of the Scout Handbook and should bring it to all Troop meetings and camp outs. The basic equipment requirements can be found there as well as advancement requirements and lots of fun things to learn. One of the requirements for the rank of Scout is for the parents to read and sign the first section of the handbook. No electronic games, CD players, or radios are allowed at Troop functions without the Scoutmaster's approval. Cell phone use by Scouts at Troop activities should be kept to emergency use only!



**Note: Tents, Lanterns and Cooking Utensils are available through the Troop for both Scouts and Adults. At the end of the campout, each Scout and Adult will be responsible to take home a tent and/or tarp to fully clean and dry-out the item(s). The item(s) are then to be returned and inspected by a Quartermaster at the following Troop meeting.**

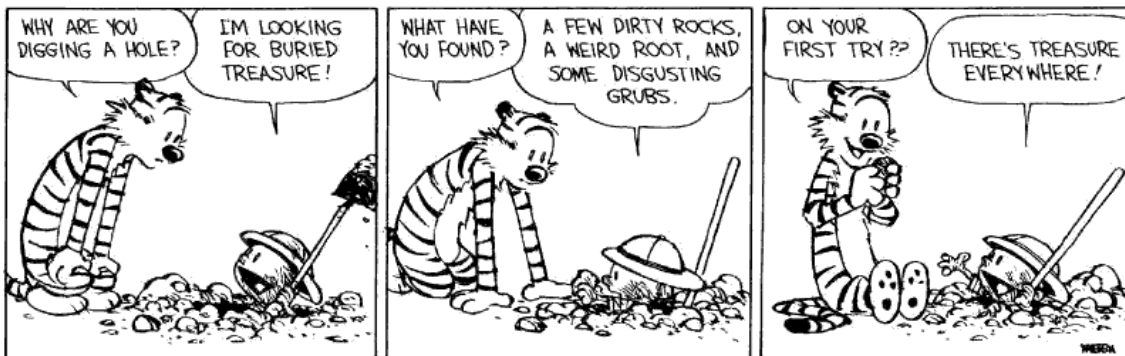


### Personal Camping Packing List:

- **Summer/Spring:** Sun Protection, Insect Repellant, Sunglasses, Baseball Cap
  - **Winter/Fall:** Knit Cap, Gloves, Sweat Shirt, Hand Warmers, Long Underwear, Extra Fleece blanket, Jacket/Parka, snow pants
- 
- A Backpack & Large Bag
  - Portable chair/stool
  - Water Bottle
  - Mess Kit/Silverware
  - Scout Handbook & Notebook & Pencil
  - Wallet
  - Compass & Whistle
  - Camera/Cell Phone/Watch
  - Flashlight/Extra Batteries
  - Pocket Knife (only with Totin' Chip Card)
  - Fire Starter Kit (only with Fireman Chit Card)
  - Personal First Aid Kit
  - Prescription Medication (given to Scoutmaster or Assistant Scoutmaster)
  - Sleeping Bag & Pillow
  - Cot and/or Foam Sleeping Pad
  - Scout Uniform (Class A) & Class B Shirts
  - Long Sleeve Shirts & Extra Clothes
  - Long Pants/Shorts
  - Underwear & Socks
  - Sleeping Clothes
  - Boots/Hiking Shoes
  - Towels/Washcloths
  - Shampoo/Deodorant/Soap
  - Toothbrush and Toothpaste
  - Comb/Brush
  - Rain Gear

### LABEL EVERYTHING!!!

*Your Scout should always pack his/her own gear! This will provide many long-term benefits: he will know where/what gear he has brought to the campout, and he will get faster/better at packing next time!*



# Transportation

**Class A Uniform must be worn when traveling to and from every event. Remember, we represent BSA Scouting and our community as a whole when traveling to, participating in and returning from events.**

The Troop tries to arrange for and coordinate car pools for most events, but it is ultimately your responsibility to ensure that your son gets to outings and meetings. Most are less than an hour away. **On most outings, the Troop leaves from the Hunting Ridge School parking lot or an alternative location as specified on the event permission slip.**

**Hunting Ridge Elementary School**  
1105 W Illinois Ave, Palatine, IL 60067

All drivers of Scouts must be currently licensed, at least 21 years of age, be BSA registered, and meet all youth protection requirements.

When you drive for a Troop outing and carry Scouts, **the driver must have adequate, in-force auto insurance at the time of the trip. Seat belts are to be used at all times for each passenger.** No Scout may ride in the back of a pickup truck for any reason. Drivers are asked to have their cars fueled and ready for the trip before departure. It is recommended that each driver have a hands-free cell phone charged and available for communication, as needed.



# Adult Trip Reimbursement

We appreciate all of the adults that volunteer both their time and vehicles to support the Troop's activities. We want to encourage this adult support and the **Troop may choose to reimburse the adult(s) whose vehicles are needed to transport multiple Scouts (must include non-family members) over 150 miles to a single event or vehicles that transport a full-sized trailer to the various Scout activities.** We encourage all eligible adults to request the reimbursement for their vehicle costs listed below.

## How does an Adult request Trip/Gas Reimbursement?

To request reimbursement, you must mark it on the permission form and inform the trip's youth Senior Patrol Leader (SPL) that is organizing the trip. If eligible, the expense will then be recorded and paid along with other trip expenses after the trip is completed.

Reimbursements should only be requested by eligible adults. By requesting the trip reimbursement, the adult is certifying that they have met the eligibility criteria:

- Over 21 years of age (no one younger is ever permitted to drive a youth Scout during a Scout activity)
- Adult must have current valid driver's license
- Adult and vehicle must be currently insured and have sufficient automobile insurance
- Event must be over 30 miles from the initial meeting point (Hunting Ridge Elementary School)
- Adult must have a current Youth Protection Training (YPT) certification
- Vehicles must be carrying multiple youth Scouts over 150 miles during a single event; or the vehicle must be pulling the full-sized trailer with supplies

## How is Reimbursement Amount Determined?

Miles Per Gallon (mpg):

- 17 mpg for SUV (light duty vehicle) with multiple boys traveling over 150 miles during a single event
- 10 mpg for SUV towing the full-sized trailer

2021 Average Gas Price (AGP):

- \$3.30 per gallon

Distance (D):

- Hunting Ridge to Twin Lake, MI: 235 miles
- Hunting Ridge to Berrien Springs, MI: 130 miles
- Hunting Ridge to Trevor, WI: 35 miles
- Hunting Ridge to USS Silversides, MI: 261 miles
- Hunting Ridge to USS Cobia, WI: 157 miles

Calculation:

- $(D/\text{mpg}) \times (\text{AGP}) = \text{reimbursement amount}$

## What may be the Typical Adult Trip Reimbursement Amounts?

Typical round-trip reimbursement amounts:

Round-trip from Hunting Ridge to Twin Lake, MI: 235 miles

- SUV carrying boys: \$45.62
- SUV pulling full-sized Trailer: \$77.85

Round-trip from Hunting Ridge to Trevor, WI: 36 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$11.55

Round-trip from Hunting Ridge to Berrien Springs, MI: 130 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$42.90

Round-trip from Hunting Ridge to USS Silversides, MI: 261 miles

- SUV carrying boys: \$50.66
- SUV pulling full-sized Trailer: \$86.13

Round-trip from Hunting Ridge to USS Cobia, WI: 157 miles

- SUV carrying boys: \$30.41
- SUV pulling full-sized Trailer: \$51.81

## What if there is a dispute regarding the amount given for a requested trip reimbursement?

- We wish to reimburse adults and legitimate expenses in a fair manner. **However, please note that a trip reimbursement is not required to be provided by the Troop.** If there happens to be a dispute or disagreement regarding a particular trip reimbursement request, the Committee Chairperson, Treasurer and Finance Chairpersons together will have the sole discretion in determining the qualifying amount (if any) and the final eligibility criteria for the trip reimbursement.

**Note: Any trip reimbursement request that is above or close to \$150 must be approved by the entire Committee during a regular monthly Adult Committee Meeting prior to any reimbursement money paid by the Troop.**

## Trailer Towing Vehicles

- Before any vehicle is used for towing a Troop 335 trailer it must be verified for capability and capacity to tow that specific trailer. The Troop Quartermaster can review your vehicle and if he has concerns, will recommend having it evaluated/modified by a local trailer shop (i.e. Master Hitch) or the vehicle dealer.
- To assist getting more adult leader vehicles available to transport Troop trailers the Troop will provide up to \$150 of assistance per vehicle to make trailer ready upgrades on towing vehicles.

# E-mail:

## Scouts:

A "SCOUT" email group is available at: "[troop335@googlegroups.com](mailto:troop335@googlegroups.com)"

This email address is used to distribute a message to the entire group of Scouts within Troop 335. Although it may occasionally be used by Adult Leaders to send out emails, we encourage this to be used by Scouts (not by parents nor parents on behalf of their son). In order to receive or send messages from this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

We highly encourage your son to obtain his own email address. Electronic communication (especially email) has become an essential communication tool at school, in the workplace, and within the Troop. In order to learn and use this form of communication properly, it is essential to practice this skill in a safe and friendly environment, such as Scouting.

A few Scout tips on e-mail etiquette:

- Do not use all capital letters (OR THAT MAY BE CONSIDERED SHOUTING)
- Respond to others in a timely fashion
- Avoid using shortcuts to real words, poor spelling or poor grammar
- Beware of the "reply all." We don't need to reply to the entire Troop email group if only certain people need the message. We should use the official roster when communicating to an individual or smaller group of Scouts.
- If the topic needs discussion or urgent, pick up the phone and try calling first
- If the topic is personal or sensitive in nature, do not use email. Emails may be misinterpreted and topics of any sensitivity should be discussed in person or on the telephone.

## Adults:

A "PARENT ONLY" email group is available at: "[troop335parents@googlegroups.com](mailto:troop335parents@googlegroups.com)"

This email address is used to distribute a message to the entire group of adults within Troop 335. This group will also receive all emails that are sent to the Scout group email address. In order to receive or send messages to this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

Youth Protection Training Reminder: If any adult is communicating via email with a Scout in another household, the adult must copy at least one other adult Scouting member (not within the same adult household) on the email communication. This policy applies to both any original email communications and any responses to a Scout's email. This policy is intended for the safety and protection of both the Scout and the adult member.

# Permission Slips & Health/Medical Forms

Permission slips are sent by the Event's Senior Patrol Leader prior to each outing with information as to the date, necessary timetable, location, costs, and necessary equipment. The tear off portion of the slip (along with any money) must be returned to the Troop with your signature in order for your son to attend the outing.

Health / Medical forms A and B must be filled out when you join the Troop and at renewal of registration each year. A Medical Exam (form C) is required for events over 72 hours, such as summer camp. These exam forms are valid for 12 months. They are the Troop's authorization for treatment in case of emergency and medical alert for allergies, etc. They also provide the Troop with the Scout's health insurance information, so that we can get the Scout the care necessary, if and when it may be required.



# Youth Protection (for Adults)

To ensure that Scout activities are conducted in a safe and prudent manner, guidelines from the BSA *Guide to Safe Scouting for Unit Activities* are closely followed.

**Youth Protection training is an online training course that is required for all BSA Scouting registered volunteers and must be taken every year.** If you are not yet a registered BSA member, you may still take the course and link your member ID after you receiving it. Upon completion, you may also print a certificate of completion and give to the Troop leader for processing at our local council.

A variety of other adult leadership training opportunities are available both online and through our local council. **Monthly Pathway to Adventure Roundtable Meetings and Order of the Arrow (OA) Chapter meetings are held on the first Wednesday of each month.** Adult Leaders typically attend Roundtable meetings, but all adults are welcome to attend (Note: the applicable material from this meeting is usually shared with other adults within the Troop at the Monthly Troop 335 adult Committee Meeting)

# Troop Committee

The adult Troop Committee oversees the entire program and ensures that the resources, leadership, and necessary support for the Scouting program are available, it approves a yearly budget, approves all Eagle Scout Service Projects, revises the Troop By-Laws as needed, selects Scoutmasters and Assistant Scoutmasters as needed, and approves the Scout's program. The Committee is made up of BSA-registered adults. All parents are encouraged to attend the monthly meetings, and to become involved in the Troop. **The Committee meetings are held on the third Tuesday of each month.**



See “Adult Leadership Roles” for specific committee positions.



# Adult Leadership Roles

All adults that are actively volunteering and participating in Adult Leadership roles are encouraged to purchase and wear the Scout uniform. Please see the Recruitment Coordinator to obtain a Troop 335 neckerchief and Troop numbers.

## Descriptions of Adult Leadership Roles

Tenure in each position is generally a one year commitment.

### Charter Organization Rep

The chartered organization representative is the direct contact between the Troop and the chartered organization (All Saints Lutheran Church). This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the local council.

- Help select the right leadership for the unit.
- Serve as a liaison between the units and the organization.
- Promote the recruiting of new members and units.
- Help with the charter renewal.
- Suggest Good Turns to benefit the organization.
- Cultivate organization leaders, and encourage necessary training of existing and new leaders.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Cultivate resources to support the organization.
- Represent the organization at the council level.
- **Training:** Youth Protection

## **Scoutmaster**

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts.

- Trains and guides youth leaders
- Works with other responsible adults to bring Scouting to youth
- Meets regularly with Patrol Leaders' Council (PLC) for training and coordination in planning Troop activities
- Attends all Troop meetings or when necessary arranges for a qualified Troop substitute
- Participates in Troop committee meetings
- Conducts periodic parent sessions to share program and encourage parent participation and cooperation
- Takes part in annual membership inventory, uniform inspection, charter review meeting and charter presentation.
- Conducts Scoutmaster conferences for rank advancements
- Makes it possible so that each Scout can experience at least 10 days and nights of camping each year
- Participates in council and district events
- Build a strong Scout program using methods in Scouting
- Conduct all activities under qualified leadership, safe conditions and policies of the charter organization and the BSA Scouting.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Assistant Scoutmasters**

- The assistant Scoutmasters help operate the Troop. They can be assigned to specific program duties, such as a patrol, advancement or merit badges, and they report to the Scoutmaster. They also provide required two-deep leadership standards.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Troop Committee**

*The Troop Committee is the Troop's board of directors and supports the Troop program. Tenure for each position on the Troop committee is for one year, The following Troop Committee duties are excerpted from the Troop Committee Guidebook, BSA:*

- *Ensures quality adult leadership is recruited and trained*
- *Advises Scoutmaster on BSA and charter organization policies*
- *Supports leaders in carrying out program*
- *Is responsible for finances in line with the approved budget plan*
- *Obtains, maintains and properly cares for Troop property*
- *Serves on boards of review and courts of honor*
- *Supports Scoutmaster in working with individual boys and problems that may affect overall*
- *Troop program*
- *Provides for special needs and assistance some boys may require*

## **Committee Chair**

- Organizes committee to see that all functions are delegated, coordinated and completed
- Maintains close relationship with Scoutmaster and Charter Organization Representative
- Interprets national and local policies to Troop
- Prepares committee meeting agendas
- Calls, presides over and promotes attendance at Troop committee meetings
- Ensures Troop representation at monthly roundtables
- Secures top-notch, trained individuals for camp leadership
- Arranges for charter review and recharter annually
- Plans charter presentation
- Leads Friends of Scouting campaign
- Keep records of Troop Alumni
- Handles re-chartering process
- Supervises adult and Scout registration process
- **Training:** Committee Specifics & Youth Protection

## **Secretary**

- Keeps minutes of Committee Meetings and sends out meeting notices
- Handles publicity
- Reports minutes of previous meetings at each committee meeting
- **Training:** Committee Specifics & Youth Protection

### **Finance Chairperson (No Access to Checkbook)**

- Reviews Troop checking and savings accounts for accuracy
- Keeps adequate records
- Leads in preparation of annual Troop budget
- Reports to Troop committee each meeting
- **Training:** Committee Specifics & Youth Protection

### **Treasurer (Primary Access to Checkbook)**

- Handles all Troop funds
- Maintains Troop checking and savings accounts
- Trains and supervises Troop leaders in record keeping
- Keeps adequate records
- Supervises money-earning projects
- Supervises Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Outdoor Activities Coordinator**

- Helps secure permission to use camping sites
- Serves as transportation coordinator by verifying there are enough seatbelts for each camp out
- Maintain an up-to-date list of drivers with valid copies of insurance cards and license #'s
- Ensures monthly outdoor program, according to activity plan established by Scouts' annual summer planning meeting.
- Promotes attendance at Troop campouts, and camporees to reach goal of an outing a month
- Secure tour permits for all Troop activities and completes the BSA Tour Plans online with the Scout (for non-Council events)
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Scout Coordinators**

- Assists the Scouts that have earned the Life rank regarding the process to earn Eagle
- Primary contact for the Scouts in regards to questions about the Eagle rank process
- Helps provide constructive feedback and reviews the Scout's Eagle presentations
- Helps provide constructive feedback and reviews the Eagle Scout book
- **Training:** Committee Specifics & Youth Protection

### **Summer Camp Coordinator**

- Promotes attendance at Summer Camp
- Organizes Merit Badge class registration
- Coordinates travel to camp
- Coordinates Scouts and adults while at camp to make sure Scouts complete Merit Badges
- Reports to Troop committee
- **Training:** Committee Specifics & Youth Protection

### **Advancement Coordinator**

- Encourages Scouts to advance in rank
- Maintain all Scout advancement records
- Arranges Boards of Review and Courts of Honor
- Develops and maintains merit badge counselor list
- Makes a prompt report on the correct form to council service center when a Troop board of review is held. Secures badges and certificates for the Courts of Honor.
- Reports to Troop committee every meeting
- **Training:** Committee Specifics & Youth Protection

### **Chaplain**

- Provides spiritual tone for Troop meetings and activities
- Gives guidance to Scout chaplain aide
- Promotes regular participation of each member in the religious organization of his choice.
- Visits homes of Scouts in time of sickness or need
- Give spiritual counseling when needed or requested
- Encourage Scouts to earn appropriate religious emblems
- Report to Troop committee at every meeting
- **Training:** Committee Specifics & Youth Protection

### **Popcorn Chairperson**

- Manages the popcorn fundraiser for Scouts
- Communicates and collects the various Scout orders.
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report on the Money collected for Scout Accounts
- **Training:** Attend council Popcorn orientation meeting & Youth Protection

### **Clothing Chairperson**

- Manages the new clothing orders
- Communicates and collects orders
- Distributes clothing twice annually for Troop clothing.
- **Training:** Committee Specifics & Youth Protection

### **Training Coordinator**

- Ensure Troop leaders and committee members have opportunities for training
- Maintains inventory of up-to-date training resources
- Responsible for BSA Youth Protection training within the Troop
- Encourage periodic youth leader training within the Troop and at the council and national levels
- Report to Troop committee at each meeting
- Assist in orientation of new parents
- Be watchful that the Troop is taking all steps to ensure the boys' safety
- **Training:** Committee Specifics & Youth Protection

### **Adult Quartermaster**

- Supervise and help the Troop procure camping equipment and expendable supplies
- Work with the Scout quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all Troop camping gear, and encourage Troops in the safe use of all outdoor equipment
- Report to the Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Recruitment Coordinator**

- Plan and coordinate Troop open house and Webelos events to invite new members into Troop
- Work closely with the Cubmaster and Webelos den leaders of neighboring Cub Scout Packs to provide a smooth transition from pack to Troop. Assist in developing and recruiting Den chiefs, and assist in crossover ceremony from Webelos to BSA Scouting
- Develop a plan for year-round membership flow into the Troop
- Encourage Scouts to invite their friends to join the Troop
- Keep track of Scouts who drop out of the Troop, and develop a plan to encourage them to rejoin
- Works with Committee Chairperson to track and submit new members for rechartering
- **Training:** Committee Specifics & Youth Protection

### **Medical Records Custodian**

- Coordinate annual collection of Troop medical forms of Scouts and adult leaders
- Ensure any Troop activity including high adventure and summer camp have current and proper medical forms well in advance of the beginning of the activity.
- Maintain medical form notebooks and makes at least one available to the Scoutmaster or designated health/safety officer for all Troop activities.
- Collect information about the location of hospitals/medical treatment centers and phone numbers in case of emergency for each campout.
- **Training:** Committee Specifics & Youth Protection

### **High Adventure Chairperson**

- Helps coordinate with the eligible Scouts in selecting a high adventure trip
- Serves as a support coordinator for the Scouts attending the trip
- Promotes attendance at high adventure trips
- Secure tour permits, travel arrangements and collects trip money if necessary
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Ceremony Chairperson**

- Maintain the record of Eagle Court of Honor ceremonies and scripts.
- Arrange for the Troop's Eagle Display to be updated
- Assist the families of Eagle candidates about how to print invitations, programs, make ceremony choices, reserve location for the ceremony, solicit letters of congratulation from dignitaries, and obtain the MacTavish Eagle Court of Honor props from the Council.
- Maintain the chronological database of all the Troop's Eagle Scouts for use in printing Court of Honor programs.
- **Training:** Committee Specifics & Youth Protection

### **Wreath Fundraiser Chairperson**

- Manages the wreath fundraiser for Scouts
- Communicates and collects Scout orders
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report money collected for Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Friends of Scouting Chairperson**

- Assists the Council in their fundraising efforts
- **Training:** Committee Specifics & Youth Protection

### **Adult Historian**

- Assists the Scout Historian in planning an annual homecoming event for Troop alumni
- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Assists in annual presentation to charter organization on Troop activities
- **Training:** Committee Specifics & Youth Protection

### **Hospitality Chairperson**

- Assists Scouts in arranging refreshments and snacks at the quarterly Court of Honor
- Assist Scouts with arrangements for special events and decorations as necessary
- **Training:** Committee Specifics & Youth Protection

### **Assistant Hospitality Chairperson**

- Assists the Hospitality Chairperson
- Completes the role of the Hospitality Chairperson if they are unavailable
- **Training:** Committee Specifics & Youth Protection

# Parent Support

## Parent's Responsibility to the Troop

You are not required to attend the weekly Troop meetings or camp with the Troop. However, parents are welcome to attend all meetings and outings where accommodations allow. At all Troop functions, all attending adults and Scouts are under the direction of the Scoutmaster and Assistant Scoutmasters. **All Youth Protection requirements must be met.**

The entire family is encouraged to attend the quarterly **Court of Honor**. This is where the Scouts receive the awards that they have earned and are recognized for their rank advancement by the Troop Committee. A **"Parent's Ribbon"** is given to one parent upon the Scout's entrance into the Troop which a parent can wear with pride to these Troop events.

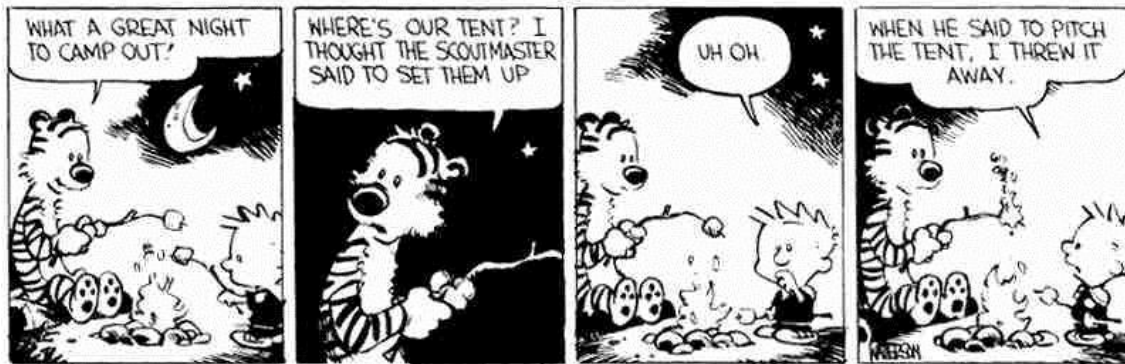
**We also encourage you to attend all Eagle Courts.** An Eagle Court of Honor is a special event planned by the Eagle recipient and his family. Scouting's highest award is presented in a variety of different venues, depending on the Scout's wishes. Your family should confirm your attendance or your inability to attend the special invitation that is sent, as most events are costly to carry out. We also encourage all Scouts to participate in Eagle Service Projects. All Scouts who reach the rank of Eagle deserve our support for their project and special ceremony, just as you would want others to support that of your own.

Our success as a Troop depends heavily on your support. In addition to attending these events, the Troop needs parent involvement. Your participation as a driver, merit badge counselor, committee member, or assistant Scoutmaster helps to ensure that our program remains diversified and strong.



# Parent's Responsibility to their Scout

Scouts participate in the Troop and its activities because they have fun and enjoy themselves. **Don't force them. Encourage them to participate. Encourage them to advance.** If there is a problem with your Scout or with us, talk to us about it. Every Scout has the potential to become an Eagle Scout. Scouting can help your child gain entrance to college, scholarship opportunities, and possible advancement in the military or their future profession. Your assistance, concern, encouragement, and support will help them to do their best.



# Financial Information/Registration

The Troop annual registration fee includes National Dues, Boy's Life Magazine, insurance, awards, Troop equipment and operating expenses. The cost is typically \$210.00 per Scout per year (averages \$17.50 per month) & Adult registration is \$57 (at least one adult per family is required to register). **Dues for new Scouts are collected at registration period for the upcoming year.**

There is typically an additional fee if participating in the following:

- \* campouts (see Campouts section)
- \* summer camp (see Summer Camp section)
- \* High Adventures (see High Adventures section).

Checks are preferred for traceability purposes, and all checks should be **written to "Troop 335."**

In addition, "Invest in Character" is a council-run fundraising program held annually, during the first quarter, for families who wish to contribute to the cost of operating our local council, scholarships and the summer camps that it owns and operates. Although the program is voluntary, the Troop depends on these camps and training provided by our council.



# Scout Accounts

Any money earned by a Troop fundraiser will be credited to the individual's Scout Account. Examples of fundraisers may include: annual wreath sales, popcorn sales, etc.

The Treasurer and Finance Chairperson will manage individual Scout Accounts for each individual Scout and will report each Scout Account balance annually or upon the request of the Scout.

The intent of the Scout Account is to allow Scouts to collect money through Troop fundraiser opportunities and then spend the money (without going over) on their Scouting activities. **The Scout Account funds may be used to pay or subsidize Scouting activities, such as:**

- **BSA Scout High-adventures fees**
- **BSA Scout Summer Camp fees**
- **Campout or Troop event fees**
- **Troop 335 recharter dues**
- **Troop 335 Eagle Project expenses**

We recognize that certain Scouting activities may be costly, such as high-adventure trips or summer camp. The Scout Account also allows the Scout to gather funds over a number of years or simply a short-term account to pay dues, campout fees or other activities.

- The Scout is not required to hold any money in their Scout account.
- Once the Scout has reached their 18<sup>th</sup> birthday or he chooses to not recharter with a Scout Troop, an individual's Scout Account will be closed.

**We highly encourage the Scouts to use/spend their Scout Account money to fund and subsidize all of their eligible Scouting activities.** Scout Accounts contain money raised during Scout fundraisers, so the generous people that donated to the Scout fundraiser expect the money to be used for Scouting purposes (and not to be used on personal items or non-Scouting related expenses). Scout Accounts are also not intended to be a personal savings or a savings account for individual Scouts. If any questions arise regarding the Scout Accounts, the Treasurer, Finance Chair, and Committee Chairperson will have sole discretion regarding the clarity of the Scout Account rules listed above.

# Our Pledge to You

Every Scout has the right to expect guidance, support, enthusiasm, and a good example set by both the adult and youth leadership as they progress through Scouting. Troop 335 has a solid history of building good citizens and young adults. Most of the youth who enter Troop 335 and remain involved, work on rank advancement and attend events, do reach the rank of Eagle Scout. It is not necessary for a Scout to attain Eagle to stay in the program and have fun. Our main goal is to make sure each Scout learns self-reliance, safety, survival skill, strong leadership qualities, respect for others, and a sense of duty to God, Country, and Self. We do this through a simple set of rules for members of Troop 335.

1. **Arrive and depart on time.**
2. **Respect others at all times.**
3. **Treat every other Scout as you would like to be treated.**
4. **Wear the uniform with pride.**
5. **Respect the premises you are on – no littering, running, or loud behavior.**
6. **If you have a problem, see a Scoutmaster.**
7. **Do your best to achieve rank, earn merit badges, and serve in positions of Leadership.**
8. **Follow the Scout Oath & Scout Law!**

***WELCOME TO SCOUT TROOP 335***

***WE ARE PROUD YOU HAVE CHOSEN OUR SCOUTING FAMILY!***



# Troop Guide

**Troop 335 Parent & Scout Information Packet**  
**(Revised April 7, 2023)**

**Unit: Scout Troop 335 (founded 1978)**  
**District: Trailblazer**  
**Council: “Pathway to Adventure Council”**  
**Boy Scouts of America (founded 1910)**

**Dear New Scout and Parents,**

This information packet is intended to familiarize you and your Scout with how Troop 335 operates, opportunities to support the Troop, your responsibilities to the Troop, and your responsibilities to your Scout. Please take the time to read all the information in this packet with your Scout. We will be glad to answer any questions in further detail.

**Note: For the most current version of the document, access to forms and the current calendar, please refer to our Troop website: [www.t335.org](http://www.t335.org)**

*(Note: For access any forms that contain Scout full names, contact our Scout webmaster for access to the secure portion of the website.)*



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# About Troop 335

**Scout Troop 335 is chartered by All Saints Lutheran Church, 630 South Quentin Road, Palatine, Illinois, United States of America** for the purpose of helping to develop the youth of the community through the BSA Scout Program. Membership in the Troop is not dependent upon membership in the church. Troop 335 is dedicated to providing service to the entire community and all families are welcome, regardless of faith. There are several service opportunities throughout the year for the Troop to “give back” to the church.

**Our Troop serves Scouts from: Barrington, Hoffman Estates, Inverness, Palatine, Rolling Meadows, Lake Zurich, Schaumburg, and other surrounding communities.**

Since its formation in 1978, the Troop has received many awards and honors on behalf of its Scouts, and has seen many of its Scouts attain the highest award in Scouting, the rank of Eagle Scout. Rank advancement and development of Scout skills in an atmosphere of fun is emphasized.

Our Troop has earned the Quality Unit Award, based on leadership, training of leaders, and Scout advancement, consistently over the past years.





# What is a “Scout-Led Troop”?

**We provide the Scouts with the opportunity to make decisions, make mistakes (and learn from them), and make connections. It's great to see a young person take on a job and complete it; it's even better to see him learn from it and do it better the next time.**

As written online by another Scoutmaster: *"The hardest thing for the adults to do is to allow the Scouts to fail. A few weeks ago (while the SPL and Scoutmaster were on a high adventure outing with five other older Scouts) the Troop planned a meeting at the local park. Well, communication was not what was needed. When I (Scoutmaster) asked the SPL about the Troop meeting one day in advance, "Hey, is everything in order?", he said yes. I asked him if everyone knew about the proper meeting location, he again said yes. I asked him how they received this information. The SPL said by email. I asked him how come I didn't know and had not yet received an email. I got shoulder shrugs. I asked if he got an email. His response was he didn't check. He finally said in an exasperated tone, "Dad, everyone knows where to meet. Don't worry about it. Well the next evening about 10% of the boys show up at the park. I advised sending a "runner" to our regular spot (about two miles away) and finally, about 45 minutes later the SPL starts the meeting. I got lots of 'feedback' from adults telling me I screwed up, should have notified everyone, yadda, yadda, yadda. I have developed thick skin and just shrugged my shoulders and said they should talk to the SPL. A few weeks later, communication was done on a much better level when we had a location change. I did my job - they boys learned something and nobody got hurt!"*



## Scout-Led Troop

Task	Scouts	Adult Leadership
Determine, plan, budget and execute on monthly activities	Yes ("Event SPL" with Patrol Leaders)	No
Assign "Event SPL"	Yes, through volunteering	Yes, Scoutmaster only if no volunteers
Sign any legal documents and pay fees to camps	No	Yes
Reserve Church & Reserve Event Location	Yes, if it does not require payment. No, if it requires payment or is the Church	Yes, only if requires payment and request or Church location requested
Communication (website, phone, email & text) about all activities	Yes	Only parent related communication
Arrange Transportation of boys to and from activities	No, but Scouts need to be sure it is part of the plan	Yes
Arrange Trailer to be driven to and from event	No, but Scouts need to be sure the trailer is packed properly	Yes
Plan & Manage safety	Yes	Yes
Senior Patrol Leader (SPL) & PLC lead all meetings. (From pre-opening/ gathering activities, uniform inspections to presentations to games)	Yes	No, except for Scoutmaster Minute
Plan and Execute all Service Projects.	Yes	No
Hold regular Patrol Leader Councils (PLCs) (1st Monday of every month or other agreed time)	Yes	No
Committee Meetings (3rd Tuesday of every month) & District Roundtable (2nd Wednesday of every month)	No	Yes
Sign-off on "Scout" through "First Class" rank requirements	Yes (Star, Life & Eagle rank)	No
Scoutmaster Conference Board of Review	SMC - Yes, but needs to request it from Scoutmaster BOR - Notify Adult Advancement Chair	Yes, only if requested
Provide instruction & training	Yes (SPL, PLC & Patrol Leaders)	No, unless asked
Coach & Mentoring	Yes, to each other	Yes, via the SPL & Event SPL

## Differences between Cub Scouts and Scouts

<b>Topic</b>	<b>Cub Scouts</b>	<b>Scouts</b>
<b>Meetings</b>	Two monthly Den meetings and one monthly Pack meeting	Weekly Troop meetings, one monthly campout/outing
<b>Meetings Planned By</b>	Adult leaders (Den Leader, Cubmaster, and Parents)	Patrol Leader's Council (Senior Patrol Leader, Asst. Senior Patrol Leaders, Patrol Leaders, etc...)
<b>Meetings Conducted By</b>	Cubmaster (Pack meetings) Den Leader (Den meetings)	Senior Patrol Leader (Scout)
<b>Organization</b>	Scouts broken up into Dens based on grade	New Scouts are integrated into patrols.
<b>Scouts Led By</b>	Den Leader (adult)	Patrol Leader (Scout)
<b>Campouts/Outings</b>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by adults.</li> <li>• Adult partner required with each Cub Scout.</li> <li>• Meals planned and prepared by adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by Patrol Leader's Council (Scouts) with logistic assistance by Outdoor Activity Coordinator (adult).</li> <li>• At least two adults required for each outing.</li> <li>• Meals planned and prepared (including purchasing food) by each Patrol.</li> </ul>
<b>Ranks</b>	Den Leaders assist Cub Scouts with their grade's five different ranks: <ul style="list-style-type: none"> <li>• Tiger</li> <li>• Wolf</li> <li>• Bear</li> <li>• Webelos</li> <li>• Webelos 2</li> </ul>	Unlike Cub Scouts, the Scouts are responsible for working on their own advancements. Scouts must confer with one of the Troop leaders to be tested for requirements achievement, and have requirements signed off in their BSA Scout Handbooks. The BSA Scout Advancement program has six different ranks: <ul style="list-style-type: none"> <li>• Tenderfoot</li> <li>• Second Class</li> <li>• First Class</li> <li>• Star</li> <li>• Life</li> <li>• Eagle</li> </ul>
<b>Cubmaster/Scoutmaster Role</b>	In Cub Scouts, the Cubmaster is the "Master of Ceremonies" and is the focal point for Pack meetings.	In Scouts, the Scoutmaster is an "advisor" or "coach" who works with the junior leaders to help them plan and lead the program. <i>Note: This is an important distinction to understand, since the Scout-led Troop meeting sometimes looks unplanned and/or chaotic, but is really the result of the Scouts trying some new things, learning and making mistakes.</i>

# Troop Program

The aims of the Boy Scouts of America program are Character Development, Citizenship Training, Service Opportunity, and Personal Fitness. These aims are achieved through the use of eight methods: The Ideals of Scouting, Advancement, Uniform, Outdoor Program, Leadership Development, Adult Association, and Personal Growth.

As it is in all Troops, Scouts lead the program. The Scoutmaster and a group of Assistant Scoutmasters guide and supervise them. The **Scout Patrol Leaders** (the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guides, and Patrol Leaders) provide the Scout leadership. The Senior Patrol Leader is elected by the youth membership twice yearly. **An annual planning meeting is held, usually in August**, where the upcoming events and activities for the program year are planned by the Scouts and reviewed with the adult leadership. **The Patrol Leaders meet the first Monday of each month (or another agreed date/time)** to plan and review the upcoming month's activities during a Patrol Leader Council (PLC) Meeting. The rest of the Troop members do not usually attend, but may come to observe, if desired. Members of the Patrol Leadership must commit to attending meetings, provide leadership at all events, and ensure that all members are treated with respect and fairness.

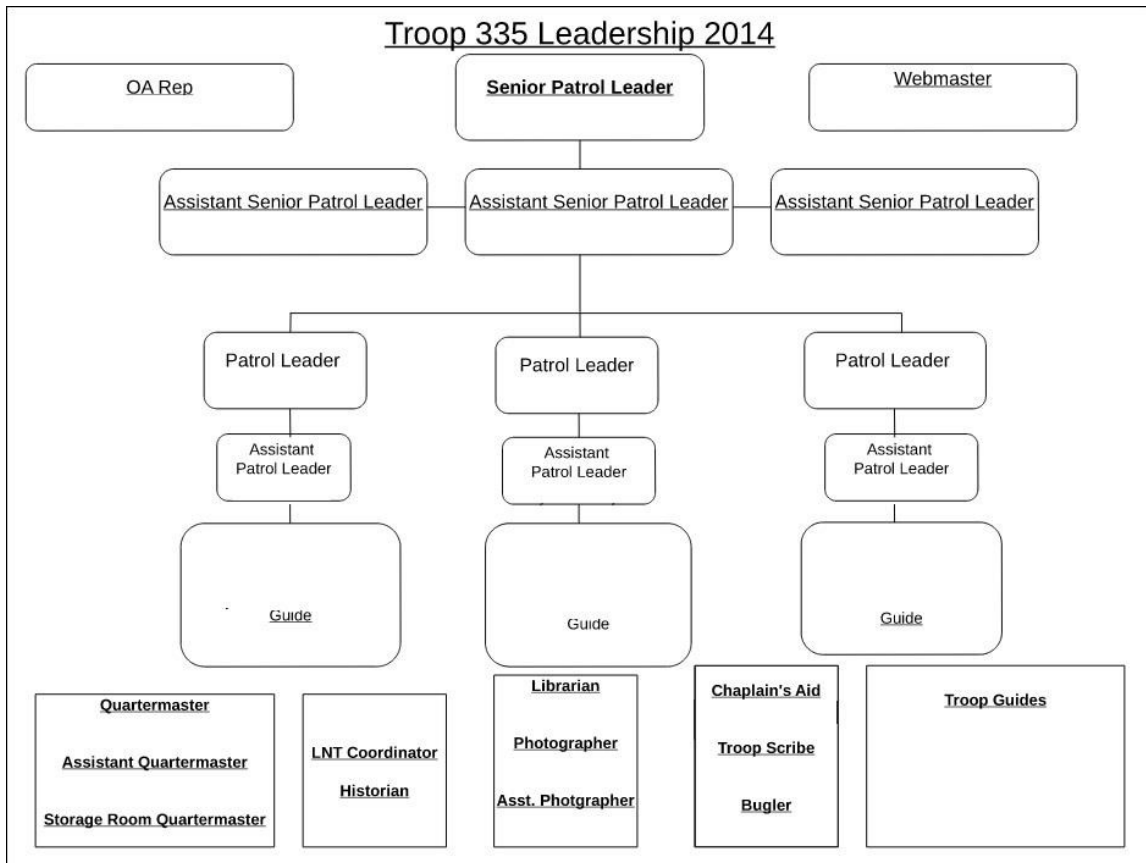
The Scouts are organized into **patrols**, each with its own Patrol Leader, Assistant, and assigned positions. A patrol functions together during meetings and campouts. Members of each patrol plan menus, buy their food, cook, and cleanup, work and have fun together. **It is the responsibility of the Patrol Leader to communicate to the patrol members each week to inform them of upcoming activities, change of meeting location or type of uniform for the following week, etc. If the Scout has not received this information by Sunday afternoon, it is then his responsibility to contact the Patrol Leader for this information.**

# Scout Leadership Roles

This section is excerpted from "Troop Leader Training" published by BSA

Troop 335 is actually led by its youth leaders. With the guidance of the Scoutmaster and assistants, the Scouts plan the program, conduct Troop meetings, and provide leadership among their peers.

Troop 335 holds elections about every six months for the Senior Patrol Leader. The SPL then appoints other Leadership positions based on interest of the Scouts and the approval of the Scoutmaster.



## **Introduction to Leadership Skills for Troops**

This training will provide an introduction to leadership skills for youth in Scout troops. The training course is delivered to the youth of the troop by older and more experienced youth as soon as a young person has been selected by his or her peers for a leadership position. Youth are introduced to the skills of leadership and the tools they will use to implement their vision of adventure and leadership in their role as a youth leader in their troop. The syllabus is available from the BSA through the youth training link on the BSA's Training web page:

<http://scouting.org/Training/Youth.aspx>

### ***Who is eligible?***

- All Scouts. A member of Troop 335 will provide this training annually during a selected Troop meeting.

## **Scout Leadership Role Descriptions**

### **Senior Patrol Leader (SPL)**

- Presides at all Troop meetings, events, activities and annual program planning conference
- Chairs the patrol leaders' council
- Appoints Scout leaders with the advice and consent of the Scoutmaster
- Assigns duties and responsibilities to other youth leaders
- Works with the Scoutmaster in training youth leaders
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Must be First Class Rank or above
- Shows and helps develop Scout spirit

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

- Is responsible for training and giving correct leadership to the following appointed youth leaders: historian, Order of the Arrow Troop representative, scribe, librarian, instructor, quartermaster, and chaplain aide
- Helps lead meetings and activities as called upon by the Senior Patrol Leader
- Guides the Troop in the Senior Patrol Leader's absence
- Performs tasks assigned by the Senior Patrol Leader
- Functions as a member of the Patrol Leaders' Council
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Patrol Leader**

- Plans and leads patrol meetings and activities
- Keeps patrol members informed
- Assigns each patrol member a task and helps them succeed
- Represents the patrol at all Patrol Leaders' Council (PLC) meetings and the annual program planning conference
- Prepares the patrol to take part in all Troop activities
- Shows and helps develop patrol spirit
- Works with other Troop leaders to make the Troop perform well
- Knows what patrol members and other leaders can do
- Sets a good example
- Wears the Scout uniform correctly
- Instructs Scouting Skills are needed within the Troop or patrols
- Prepare well in advance for each teaching assignment
- Lives by the Scout Oath and Law

**Assistant Patrol Leader**

- Helps the Patrol Leader plan and lead patrol meetings and activities
- Helps the Patrol Leader keep patrol members informed
- Helps the Patrol Leader prepare the Troop to take part in all Troop activities
- Leads the patrol in the Patrol Leader's absence
- Shows and helps develop patrol spirit
- Represents the patrol at all Patrol Leader Council meetings in the patrol leader's absence
- Works with other Troop leaders to make the Troop perform well
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law

**Den Chief**

- Serves as the activities assistant at Cub Scout den meetings
- Meets regularly with the Den leader to review the den and pack meeting plans
- If serving as a Webelos Den Chief, helps prepare Cub Scouts to join BSA Scouting
- Projects a positive image of Scouting
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Troop Guide**

- Introduces new Scouts to Troop operations
- Guides new Scouts through early Scouting activities
- Helps new Scouts earn the First Class Rank in their first year
- Coaches the Patrol Leaders
- Attends Patrol Leaders' Council meetings
- Coaches individual Scouts on Scouting challenges
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- Teaches basic Scout skills

**Quartermaster**

- Keeps records of patrol and Troop equipment
- Keeps equipment in good repair
- Keeps equipment storage areas neat and clean
- Issues equipment and sees that it is returned in good order
- Suggests new or replacement items
- Works with the Adult Quartermaster
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit



**Chaplain Aide**

- Keeps Troop leaders apprised of religious holidays when planning activities
- Assists the Troop chaplain or religious coordinator in meeting the religious needs of Troop members while on activities
- Encourages saying grace at meals while camping or on activities
- Leads worship services on campouts
- Tells Troop members about the religious emblems program for their faith
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Scribe**

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records Troop announcements at weekly meetings and communicates them to the Troop.
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Librarian**

- Establishes and maintains a Troop library
- Keeps records on literature owned by the Troop
- Adds new or replacement items as needed
- Has literature available for borrowing at Troop meetings
- Maintains a system to check literature in and out
- Follows up on late returns
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Photographer**

- Takes pictures at all meetings, ceremonies and activities
- Posts appropriate pictures on Troop website
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Historian**

- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Takes care of Troop trophies and keepsakes
- Plans annual homecoming event for Troop alumni
- Makes annual presentation to charter organization on Troop activities
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Leave No Trace Trainer**

- Teaches Leave No Trace principles to Troop
- Ensures Troop follows these principles on outings
- Has thorough understanding of and commitment to Leave No Trace
- Can help Scouts earn Leave No Trace award.
- Functions as a member of PLC
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- As one of the requirements to hold this position, the **Scout must complete the Leave No Trace Trainer Instructor course**. This is the only youth position that **REQUIRES** a training course.

### **Order of the Arrow Troop Representative**

- Serve as a communication link between the Order of the Arrow lodge or chapter and the Troop
- Encourage year-round and resident camping in the Troop
- Encourage older Scout participation in high-adventure programs
- Encourage Scouts to actively participate in community service projects
- Assist with leadership skills training in the Troop
- Encourage Arrowmen to assume leadership positions in the Troop
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

# Uniform Policy

The Troop's uniform policy consists of Class A, B, or C

**Class A** - consists of:

- official Scout shirt,
- jeans or official Scout pants/shorts
- Troop neckerchief with slide
- Scout belt
- Merit badge sash, if applicable.

This is worn to all weekly Troop meetings, Court of Honors, Scoutmaster Conferences, Board of Reviews, all District and Council events, and whenever representing Scouting to the public. New Scouts will receive a Troop neckerchief upon joining the Troop. The Scout should also consider the Scout Handbook, paper and pen or pencil part of the uniform.

**Class B** - uniform consists of a Scout or Troop shirt and appropriate pants/shorts. This is to be worn for outings and other events designated by the Senior Patrol Leader (SPL) or Scoutmaster. Troop tee shirts are available through the committee at a nominal cost.

**Class C** - is civilian clothes. This is to be worn when the Scouts are to participate in an activity that could damage the uniform. To be specified by the Senior Patrol Leader (SPL) or Scoutmaster.

Uniform inspections will occur at the request of Senior Patrol Leader (SPL) or Scoutmaster.



# Advancement



## Scout | Tenderfoot | Second Class | First Class | Star | Life | Eagle

Within the first few meetings the new Scout attends, the Scout should be able to earn the rank of “Scout”. Each Scout has a very individual pace of advancement through the next ranks of Scouting. Much of the work on the ranks of Tenderfoot, Second Class, and First Class is done within the patrol and on campouts. Along with active participation in all Troop activities, time and support from home is also needed for the Scout to advance in ranks.

After achieving First Class, a Scout must serve in positions of leadership within the Troop and earn merit badges to attain the ranks of Star and Life. A Scout needs to earn a total of 21 merit badges (including the fourteen required badges), have a record of leadership, Troop participation, and complete a major service project for the community before he can earn the rank of Eagle Scout.

**ALL Scouts are individually responsible for pursuing their rank advancement and completing the requirements.** Scoutmasters and Patrol Leaders will encourage the Scout, but will not remind them to do so. It is great for new Scouts to work on 1-2 requirements per week and get into the habit of having their books signed at each meeting. This is the best way to advance through the first few ranks.

**Step 1:** As each requirement for Tenderfoot, Second Class and First Class is completed, the Scout will have a fellow Scout of Star rank or higher, sign it off in his Scout Handbook. Only the Scoutmaster or an Assistant Scoutmaster can sign off the ranks of Star and Life. When all requirements for rank have been signed-off, the Scout may request a Scoutmaster’s Conference from our Advancement Coordinator.

**Step 2:** The **Scoutmaster's Conference** is an opportunity for the Scout to discuss their progress, their goals, any problems they are having, and to demonstrate that they have completed all of the requirements for the rank. Conferences must be completed before the evening of Board of Review. They must appear in full uniform with their signed handbook.

**Step 3:** If they have successfully completed the Scoutmaster Conference, the Scout will be eligible for a **Board of Review**. The Board verifies that the Scout has completed all of the requirements for the rank and that they have retained what they have learned. **He must appear in full uniform with his signed handbook.**

**Step 4:** Upon passing their Board of Review, the Scout has advanced to that rank. The Scout and their parents are recognized for the achievement at the next quarterly Court of Honor and receive their new rank patch.



# Merit Badges

Your Scout may **start working on merit badges at any time** and will probably earn a few if he attends summer camp during his first year. There are numerous merit badges available for the Scout to earn.

To earn Eagle rank, the Scout would earn a **minimum of 21 merit badges** (most Scouts earn more than 21), including the following:

1. First Aid
2. Citizenship in the Community
3. Citizenship in the Nation
4. Citizenship in Society
5. Citizenship in the World
6. Communication
7. Personal Fitness
8. Emergency Preparedness OR Lifesaving
9. Environmental Science OR Sustainability
10. Personal Management
11. Swimming OR Hiking OR Cycling
12. Camping
13. Cooking
14. Family Life

## List of Merit Badges

- American Business
- American Cultures
- American Heritage
- American Labor
- Animal Science
- Animation
- Archaeology
- Archery
- Architecture
- Art
- Astronomy
- Athletics
- Automotive Maintenance
- Aviation
- Backpacking
- Basketry
- Bird Study
- Bugling
- **Camping**
- Canoeing
- Chemistry
- Chess
- Cinematography
- **Citizenship in the Community**
- **Citizenship in the Nation**
- **Citizenship in Society**
- **Citizenship in the World**
- Climbing
- Coin Collecting
- Collections
- **Communication**
- Composite Materials
- **Cooking**
- Crime Prevention
- **Cycling**
- Dentistry
- Digital Technology
- Disabilities Awareness
- Dog Care
- Drafting
- Electricity
- Electronics
- **Emergency Preparedness**
- Energy
- Engineering
- Entrepreneurship
- **Environmental Science**
- Exploration
- **Family Life**
- Farm Mechanics
- Fingerprinting
- Fire Safety
- **First Aid**
- Fish and Wildlife Management
- Fishing
- Fly Fishing
- Forestry
- Game Design
- Gardening
- Genealogy
- Geocaching
- Geology
- Golf
- Graphic Arts
- Health Care Professions
- **Hiking**
- Home Repairs
- Horsemanship
- Indian Lore
- Insect Study
- Inventing
- Journalism
- Kayaking
- Landscape Architecture
- Law
- Leatherwork
- **Lifesaving**
- Mammal Study
- Medicine
- e
- Metalwork
- Mining in Society
- Model Design and Building
- Motorboating
- Moviemaking
- Music
- Nature
- Nuclear Science
- Oceanography
- Orienteering
- Painting
- **Personal Fitness**
- **Personal Management**
- Pets
- Photography
- Pioneering
- Plant Science
- Plumbing
- Pottery
- Programming
- Public Health
- Public Speaking
- Pulp and Paper
- Radio
- Railroading
- Reading
- Reptile and Amphibian Study
- Rifle Shooting
- Robotics
- Rowing
- Safety
- Salesmanship
- Scouting Heritage
- Scholarship
- Scuba Diving
- Sculpture
- Search & Rescue
- Shotgun Shooting
- Signs, Signals and Codes
- Skating
- Small-Boat Sailing
- Snow Sports
- Soil and Water Conservation
- Space Exploration
- Sports
- Stamp Collecting
- Surveying
- **Sustainability**
- **Swimming**
- Textile
- Theater
- Traffic Safety
- Truck Transportation
- Veterinary Medicine
- Water Sports
- Weather
- Welding
- Whitewater
- Wilderness Survival
- Wood Carving
- Woodwork

**The Scout needs to request a Blue Card from the Scoutmaster or Assistant Scoutmaster when he is ready to begin working on a merit badge.** A merit badge book specific to that badge may be obtained from the BSA online library, Troop library, local community library or the Scout Shop. The online library is <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/merit-badges/>

Make sure the book is current, as some of the requirements do change over the years. Some merit badge worksheets are also found on the Internet.

It is the Scout's responsibility to contact a merit badge counselor to review what is required of them to complete the requirements. Merit badge counselors are individuals who are professionals, have expertise, or special training in the area of the specific merit badge. They are registered with Scouting and may sign off on the official Blue Cards. **The Buddy System requires that a Scout not be alone when meeting with a counselor.** Completed Blue Cards are given to the Advancement Chairperson and the badges are awarded at the following Court of Honor. Also, research merit badge classes in your area, and begin working on your fourteen Eagle required merit badges early.





# Scoutmaster Conference

## 1. What is a Scoutmaster Conference?

A Scoutmaster meeting (or Scoutmaster Conference) is any discussion between a Scoutmaster and a Scout.

A Scoutmaster Conference is also a requirement for the completion of each rank. During a Scoutmaster Conference where the Scout wishes to discuss rank, we use the discussion as an opportunity to simply check that all other rank requirements are completed prior to a Board of Review. Therefore, the Scoutmaster Conference is typically the last requirement to be signed-off before the Board of Review (the final step for a new rank).

For Scout, Tenderfoot, Second Class and First Class ranks: Requirements are confirmed and signed-off if completed by the Scouts with Star rank, Life rank, or Eagle rank -- except the Scoutmaster Conference, Board of Review and the requirement regarding the Scout Law and Scout Oath, which is confirmed and signed off if completed by the Scoutmasters.

For Star, Life and Eagle ranks: All requirements (except the Board of Review) are confirmed as completed by the Scoutmasters.

## 2. How does a Scout sign-up for a Scoutmaster Conference?

You can meet with Scoutmasters at any time! But once a Scout feels that they have met the rank expectations by completing all of the requirements, the Scout should write their name on the "Scoutmaster Meeting" clip board at the Troop meeting.

To not disrupt Troop meetings, Scoutmaster Conferences regarding rank typically happen outside of the Troop meetings (especially for First Class, Star rank, Life rank and Eagle rank). So, it is helpful if the Scout also provides date/time availability.

Scouts should prepare for your Scoutmaster conference by again reviewing any prior meeting notes and the rank requirements. Scouts should be prepared with examples of how you live the Scout Oath and Scout Law in your daily life. In addition, for Star rank, Life rank, and Eagle rank, Scouts should also be prepared with specific examples and detail of how you completed each requirement.

## 3. What does a Scout bring and wear to a Scoutmaster Conference?

A Scout must:

- > bring the Scout handbook
- > bring a pad of paper (and pencil/pen)
- > wear their full-First Class A uniform (exactly as described in our Troop Guide)

#### **4. What is discussed at a Scoutmaster Conference?**

a) There are at least two Scoutmasters at a Scoutmaster Conference for rank. Our primary rule is that there are no "wrong" answers except a lie. Some Scouts also share private feelings that they wish to keep confidential. Therefore, to maintain trust, Scoutmasters will not share anything outside the conference room that was specifically discussed inside the room.

b) During the first part of the meeting, the Scouts are asked questions and expected to give specific examples of how they have completed the requirements, including:

- \* How well are they enjoying the Scouting experience
- \* Specific examples of how they completed each requirement for the rank (for Star, Life and Eagle ranks)
- \* Does the Scout understand and how do they practice the Scout Law and Scout Oath
- \* What are their future aspirations

c) During the second part of the meeting:

- \* If any requirement was not complete, we discuss the requirement further and the Scout is given a specific list of ways to accomplish the remaining requirement(s)
- \* If the requirements are all completed and signed-off, Scouts are also told what is expected for the next rank

#### **5. If a Scout has incomplete requirements, what needs to be done to complete them?**

Scouts: If you are ever unclear about your progress or the expectations for your next rank, we encourage you to meet with a Scoutmaster (and bring your notebook!)

Parents: During the Scoutmaster Conference, we review the list of rank requirements that were not yet completed your Scout, and most Scouts choose to write notes (which we highly encourage). If you have any questions regarding any specific requirements that are incomplete or what expectations would meet the requirements, we encourage you to discuss them with your Scout.

#### **6. How can PARENTS help their Scout advance?**

For all parents it's difficult to see your Scout struggle, and it's quite easy to jump in and do a task or requirement for them. **DO NOT!** It is important that parents don't make the phone calls, draft the emails, set the goals, write lists, and "do" the requirements for your Scout. If your Scout asks for help, be supportive by helping to review their drafted email, help them brainstorm ideas, praise them for the tasks completed, and ask them about their progress. Again, you can be supportive, but be careful not to overstep into completing their responsibilities or requirements.

Remember, the Scouting program is intended to be a journey of personal growth (it is not intended to be a simple destination). Be supportive of the program and your Scout by continually encouraging them to challenge themselves and to try new situations and tasks. Most parents are surprised at the things that their children can do - if you only allow them try it!

Again, your Scout can meet with Scoutmasters at anytime to review their progress or if they has questions about the rank requirement expectations. If your Scout is ever unclear about their progress or the expectations for their next rank, encourage them to meet with the Scoutmaster(and encourage them to bring a notebook!).

I hope this provides everyone some insight into the Scoutmaster meetings and the rank advancement process. If you ever have any questions, please feel free to schedule some time with the Scoutmaster and they would be happy to discuss any of your questions or concerns.

## Campouts

The Troop plans an activity every month, which is typically a campout. The actual number and types of campouts each year are determined by the Scouts.

Parents are welcome on most campouts, but please observe the following rules:

1. The Scouts camp as patrols. The Patrol Leaders and Event's Senior Patrol Leader are responsible for the activities, under the guidance of the Scoutmaster and Assistants. Please don't interfere in a Scout's activities. **If you see a problem, talk to one of the Scoutmasters.**
2. On some campouts, the Troop will actively seek your help with some activities.
3. **Scouts should always sleep in tents with other Scouts even if their parents are at the campsite.**
4. All adults and visitors should prepare and eat meals and sleep in tents separate from the Scout patrols.

### Remember

The Scouts are the Scoutmaster's responsibility at Troop activities. Please refrain from giving Scouts permission/approvals during Troop events. Instead, direct them to the youth leaders. **The exception to this is safety. If safety of any attending adult or Scout is at risk, both Scouts and adults, regardless of age or rank, are asked to respond at once.**

**Scouts & Adults Costs:** Each campout typically has a small fee associated with it for food, transportation, campsite fees, and activity fees. The typical campout is \$20-\$50 each Scout. Unless otherwise specified, the Troop will pay for trained Adult leader fees to attend each campout, which will subsidize the cost for the adults assisting with the campout.



## Typical Campouts

In addition to the annual Council-sponsored campouts below, the Scouts typically plan other campouts throughout the year, including:

- New Scout Overnight Campout
- Climbing Wall Overnight
- Submarine Overnight
- Patrol Competitions Campout
- Cabin Campout
- Museum Overnight
- Skiing Overnight

Campout Description	Duration	Location
Spring Camporee in March	Friday & Saturday night	Varies*
Annual Summer Camp	Saturday through Saturday (one week)	Owasippe Scout Reservation Twin Lake, MI
Webelos Unplugged in October	Friday & Saturday night	Varies*
Fall Camporee in November	Friday & Saturday night	Varies*
Klondike in January	Friday & Saturday night	Varies*

*\*Location may vary depending on attendance size, but usually held at Camp Sol R Crown or other nearby campsite.*

## Campout Leadership:

Each campout and activity is led by an “Event’s Senior Patrol Leader,” who will be responsible for planning, communicating, assigning positions, developing and collecting the permission slip, and leading the event.

Depending on the number of participants attending the particular campout, special patrols may be assembled:

- Each patrol is assigned a “patrol box”, which essentially contains a portable camp kitchen. All of these patrol items must be kept in proper condition. Dues may be used to repair or purchase any other items the boys require for their patrol activities.
- Each patrol is responsible for creating an approved menu and purchasing the necessary food for the menu.

# Summer Camp

The Troop attends Camp Owasisippe, one of the licensed BSA Scout Summer Camps, for at least one one-week session each summer. Summer camp is a great opportunity for the Scout to earn Merit Badges, bond with their Troop, develop responsibility away from home, and to have a lot of fun in the outdoors. Scouts can participate in many activities such as archery, boating, rifle shooting, swimming, cooking, and much more! Camp is usually held the last week of July/first week of August.

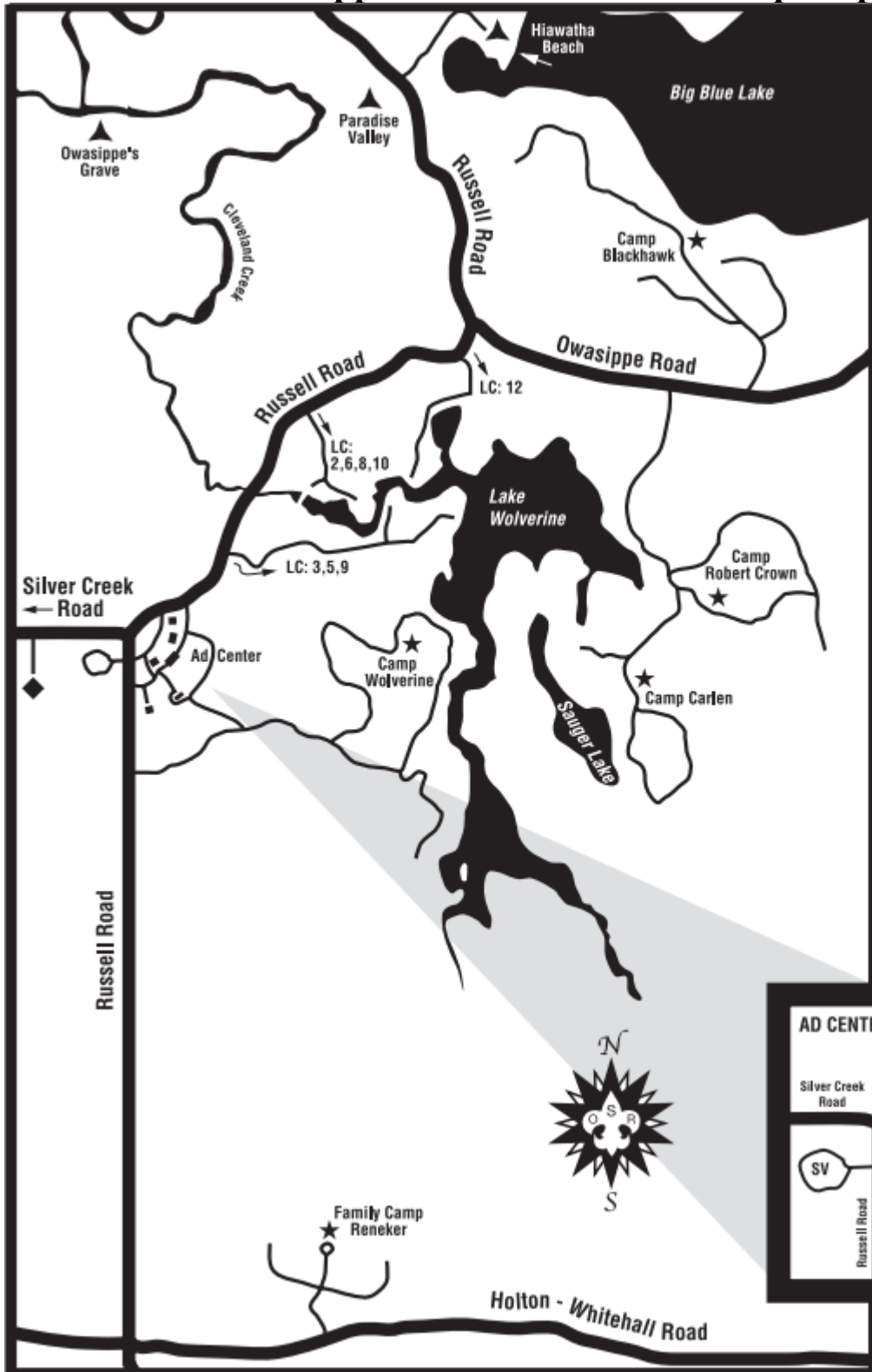
**Scout & Adult Costs:** The cost of summer camp is roughly \$350 for each Scout, which must be paid by the Scouts in full by the deadline in order to participate. The troop will subsidize the amount of two adult camp fees for any trained adults 21 years and older that choose to volunteer at the camp for the entire week of activities. There may be a small fee charged for all adults that attend a smaller portion of the week or who are not properly trained.

## Owasippe Scout Reservation

9900 Russell Road  
Twin Lake, MI 49457

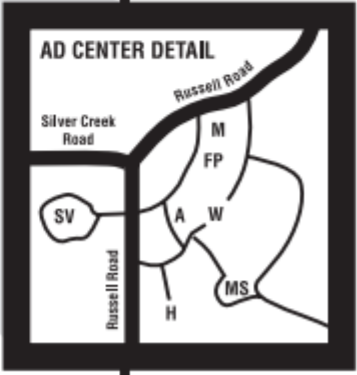


# Owasippe Scout Reservation Camp Map



Scale 1 : 22 159  
1 in. = approx. 615 yds.

Legend	
	.....Paved Rd.
	..... Camp Rd.
	..... Camp Office
	..... Landmark
	..... Horse Corral
	..... Lake
SV	..... Staff Village
H	..... Health Lodge
M	..... Museum
FP	..... Food Prep.
A	..... Admin. Bldg.
W	..... Warehouse
MS	..... Maintenance
LC	..... Lake Cabin



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# Service Projects

*Our Troop performs a lot of service, and almost all ranks require some amount of service time. We ask Scouts First class and above to plan and execute service projects, which gives them great practice for their Eagle project.*

These projects require parent help and support. You will be hearing about them as they come up, but typically include at least:

- Hospitality for church events, such as the Annual Women’s Dinner
- Support of Eagle Service Projects (variety of projects)
- Avon Walk (set up tents)
- Palatine Memorial Day Parade (participants)

Each year, one Scout and one adult may be chosen to receive the prestigious “**Troop 335 All Saints Lutheran Church Cheerful Service Award**” for the most recorded volunteer Scout service project hours during the single year that was donated to our community.

- No Scout or adult will receive the award more than once.
- Service hours for an Eagle Project do not count for the Scout attempting to achieve the Eagle rank nor for any adult(s) that is the parent/guardian of the Scout attempting to earn the Eagle rank (however, the other adults and Scouts choosing to assist in the Eagle project may receive credit for their service hours)





# Older Scout Programs

## High Adventure Trips

The experienced Scouts (**over 14 years of age**) who have **Star Class or Above** are eligible to attend our Troop's varied High Adventures. High Adventure trips are chosen by the eligible Scouts.

Recent High Adventure trips have included:

- Philmont (a working ranch in New Mexico)
- Boundary Waters (canoeing in the Northern Territory)
- fly-in fishing trips to Canada
- Sea Base in Florida
- Hiking in Alaska and in Glacier National Park in Montana
- National Jamboree (every 4 years) at The Summit with tens of thousands of other Scouters.
- 10-day bicycling trek within Illinois
- *and more!*

Note: Adults may only qualify to attend these high adventure trips if they:

- meet the physical requirements (required height/weight limits and medical exams)
- successfully passed all of the required BSA training courses for the trip
- consistently participated in other outdoor Troop camping trips

These trips challenge Scouts (and adults) physically as well as provide an experience of a lifetime.

**Scouts & Adult Costs:** Each Scout and Adult must pay for the high adventure fees, and must be fully paid by the deadline in order to participate. The cost generally range greatly between \$800 (for extended trips near home) to \$5000 (for trips overseas), but typically are about \$1500 per Scout.



## National Youth Leadership Training

The National Youth Leadership Training (NYLT) conference is a one-week leadership training course delivered by the local council to help youth further develop their capacity as leaders. The leadership skills introduced in ILS are developed in greater detail, and the weeklong training course delivers the skills by modeling a month in the life of a Scouting unit. Youth who function in leadership roles in their troop or crew will benefit from the experiences developed in this course. NYLT serves as a gateway course to the entire suite of the BSA's advanced youth leadership development courses.

### *Who is eligible?*

- All Scouts First Class rank and above

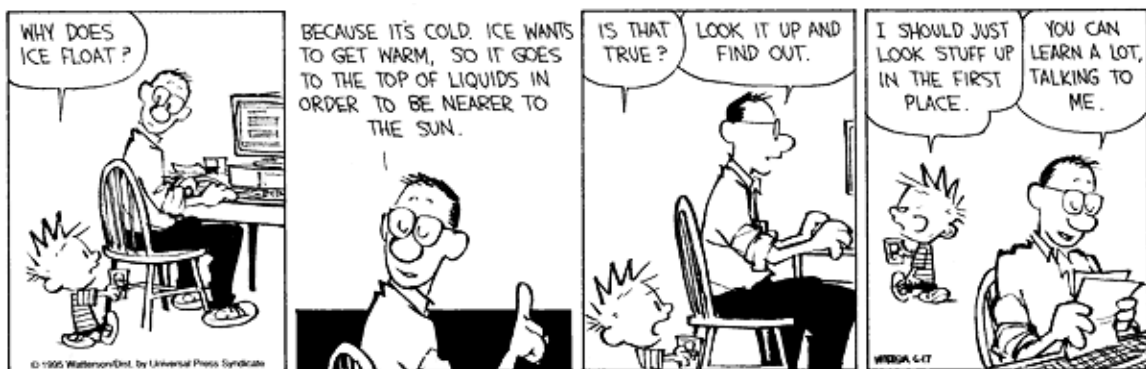
## Science, Technology, Engineering and Mathematics (STEM) & NOVA Awards

STEM is part of an initiative BSA Scouting has taken on to encourage the natural curiosity of youth members and their sense of wonder about these fields through existing programs. From archery to welding, Scouts can't help but enjoy the wide range of STEM-related activities. To support this initiative, BSA Scouting developed the Nova Awards program so that youth members have fun and receive recognition for their efforts.

BSA Scouting developed the Nova Awards program to excite and expand a sense of wonder in our Scouts. By working with an adult counselor or mentor, the various modules allow them to explore the basic principles of STEM and discover how fun and fascinating STEM can be. The Supernova awards are offered for those who enjoy a super challenge. For more information about STEM and the Nova Awards program, visit [www.scouting.org/stem](http://www.scouting.org/stem). Discover how the Nova Awards program helps youth be "Prepared. For Life."

### *Who is eligible?*

- All Scouts, but certain merit badges will need to be completed as part of the program.



## Order of the Arrow (OA)

The Order of the Arrow (OA) is the national honor society of BSA Scouting. It uses American Indian-styled traditions and ceremonies to bestow recognition on Scouts selected by their peers as best exemplifying the ideals of Scouting. Once per year, the Scouts may choose eligible Scouts within their Troop to join the Order of the Arrow.

The society was created in 1915 as a means of reinforcing the Scout Oath and the Scout Law. The goal was to establish these as lifelong guidelines, and to encourage continued participation in Scouting and camping. Inducted members, known as Arrowmen or Brothers, are organized into local youth-led lodges that harbor fellowship, promote camping, and render service to BSA councils and their communities. Members wear identifying insignia on their uniforms, most notably the OA pocket flap (representing their individual lodge) and the OA sash (worn at official OA functions) and are eligible for special OA awards. The OA program sponsors several events, awards, and training functions.

### *Who is eligible?*

- Only eligible Scouts that are nominated as candidates can be elected to be an OA member.
- To be a potential candidate, the Scout must first meet all specified requirements at the time of the annual election:
  - Approval of their Scoutmaster
  - Demonstrate Scout spirit (i.e., Scoutmaster certifies his adherence to the Scout Oath and Law and active participation in unit activities)
  - If below age 21, the Scout must also:
    - Be a registered member of the Boy Scouts of America
    - Hold the First Class rank of BSA Scouting (minimum)
    - After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the BSA Scouting. The balance of the camping must be overnight, weekend, or other short-term camps
    - Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee

# Personal Equipment

The new Scouts will be given the current edition of the Scout Handbook and should bring it to all Troop meetings and camp outs. The basic equipment requirements can be found there as well as advancement requirements and lots of fun things to learn. One of the requirements for the rank of Scout is for the parents to read and sign the first section of the handbook. No electronic games, CD players, or radios are allowed at Troop functions without the Scoutmaster's approval. Cell phone use by Scouts at Troop activities should be kept to emergency use only!



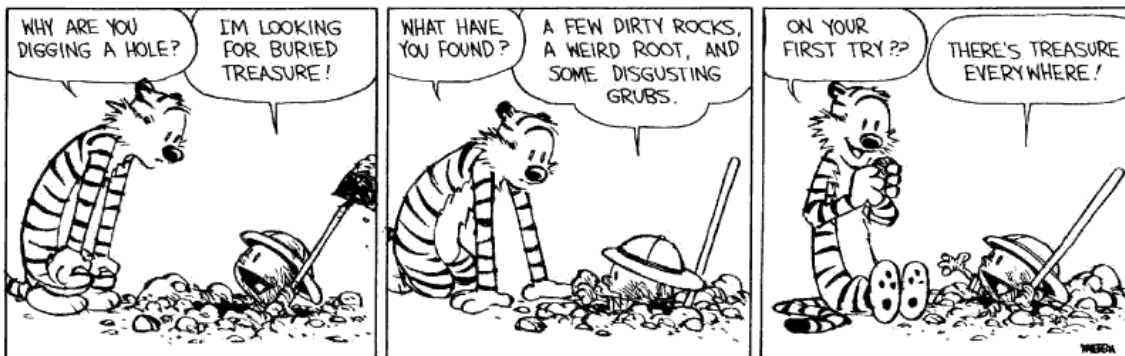
**Note: Tents, Lanterns and Cooking Utensils are available through the Troop for both Scouts and Adults. At the end of the campout, each Scout and Adult will be responsible to take home a tent and/or tarp to fully clean and dry-out the item(s). The item(s) are then to be returned and inspected by a Quartermaster at the following Troop meeting.**

### Personal Camping Packing List:

- **Summer/Spring:** Sun Protection, Insect Repellant, Sunglasses, Baseball Cap
  - **Winter/Fall:** Knit Cap, Gloves, Sweat Shirt, Hand Warmers, Long Underwear, Extra Fleece blanket, Jacket/Parka, snow pants
- 
- A Backpack & Large Bag
  - Portable chair/stool
  - Water Bottle
  - Mess Kit/Silverware
  - Scout Handbook & Notebook & Pencil
  - Wallet
  - Compass & Whistle
  - Camera/Cell Phone/Watch
  - Flashlight/Extra Batteries
  - Pocket Knife (only with Totin' Chip Card)
  - Fire Starter Kit (only with Fireman Chit Card)
  - Personal First Aid Kit
  - Prescription Medication (given to Scoutmaster or Assistant Scoutmaster)
  - Sleeping Bag & Pillow
  - Cot and/or Foam Sleeping Pad
  - Scout Uniform (Class A) & Class B Shirts
  - Long Sleeve Shirts & Extra Clothes
  - Long Pants/Shorts
  - Underwear & Socks
  - Sleeping Clothes
  - Boots/Hiking Shoes
  - Towels/Washcloths
  - Shampoo/Deodorant/Soap
  - Toothbrush and Toothpaste
  - Comb/Brush
  - Rain Gear

### LABEL EVERYTHING!!!

*Your Scout should always pack his/her own gear! This will provide many long-term benefits: he will know where/what gear he has brought to the campout, and he will get faster/better at packing next time!*



# Transportation

**Class A Uniform must be worn when traveling to and from every event. Remember, we represent BSA Scouting and our community as a whole when traveling to, participating in and returning from events.**

The Troop tries to arrange for and coordinate car pools for most events, but it is ultimately your responsibility to ensure that your son gets to outings and meetings. Most are less than an hour away. **On most outings, the Troop leaves from the Hunting Ridge School parking lot or an alternative location as specified on the event permission slip.**

**Hunting Ridge Elementary School**  
1105 W Illinois Ave, Palatine, IL 60067

All drivers of Scouts must be currently licensed, at least 21 years of age, be BSA registered, and meet all youth protection requirements.

When you drive for a Troop outing and carry Scouts, **the driver must have adequate, in-force auto insurance at the time of the trip. Seat belts are to be used at all times for each passenger.** No Scout may ride in the back of a pickup truck for any reason. Drivers are asked to have their cars fueled and ready for the trip before departure. It is recommended that each driver have a hands-free cell phone charged and available for communication, as needed.



# Adult Trip Reimbursement

We appreciate all of the adults that volunteer both their time and vehicles to support the Troop's activities. We want to encourage this adult support and the **Troop may choose to reimburse the adult(s) whose vehicles are needed to transport multiple Scouts (must include non-family members) over 150 miles to a single event or vehicles that transport a full-sized trailer to the various Scout activities.** We encourage all eligible adults to request the reimbursement for their vehicle costs listed below.

## How does an Adult request Trip/Gas Reimbursement?

To request reimbursement, you must mark it on the permission form and inform the trip's youth Senior Patrol Leader (SPL) that is organizing the trip. If eligible, the expense will then be recorded and paid along with other trip expenses after the trip is completed.

Reimbursements should only be requested by eligible adults. By requesting the trip reimbursement, the adult is certifying that they have met the eligibility criteria:

- Over 21 years of age (no one younger is ever permitted to drive a youth Scout during a Scout activity)
- Adult must have current valid driver's license
- Adult and vehicle must be currently insured and have sufficient automobile insurance
- Event must be over 30 miles from the initial meeting point (Hunting Ridge Elementary School)
- Adult must have a current Youth Protection Training (YPT) certification
- Vehicles must be carrying multiple youth Scouts over 150 miles during a single event; or the vehicle must be pulling the full-sized trailer with supplies

## How is Reimbursement Amount Determined?

Miles Per Gallon (mpg):

- 17 mpg for SUV (light duty vehicle) with multiple boys traveling over 150 miles during a single event
- 10 mpg for SUV towing the full-sized trailer

2021 Average Gas Price (AGP):

- \$3.30 per gallon

Distance (D):

- Hunting Ridge to Twin Lake, MI: 235 miles
- Hunting Ridge to Berrien Springs, MI: 130 miles
- Hunting Ridge to Trevor, WI: 35 miles
- Hunting Ridge to USS Silversides, MI: 261 miles
- Hunting Ridge to USS Cobia, WI: 157 miles

Calculation:

- $(D/\text{mpg}) \times (\text{AGP}) = \text{reimbursement amount}$

## What may be the Typical Adult Trip Reimbursement Amounts?

Typical round-trip reimbursement amounts:

Round-trip from Hunting Ridge to Twin Lake, MI: 235 miles

- SUV carrying boys: \$45.62
- SUV pulling full-sized Trailer: \$77.85

Round-trip from Hunting Ridge to Trevor, WI: 36 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$11.55

Round-trip from Hunting Ridge to Berrien Springs, MI: 130 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$42.90

Round-trip from Hunting Ridge to USS Silversides, MI: 261 miles

- SUV carrying boys: \$50.66
- SUV pulling full-sized Trailer: \$86.13

Round-trip from Hunting Ridge to USS Cobia, WI: 157 miles

- SUV carrying boys: \$30.41
- SUV pulling full-sized Trailer: \$51.81

## What if there is a dispute regarding the amount given for a requested trip reimbursement?

- We wish to reimburse adults and legitimate expenses in a fair manner. **However, please note that a trip reimbursement is not required to be provided by the Troop.** If there happens to be a dispute or disagreement regarding a particular trip reimbursement request, the Committee Chairperson, Treasurer and Finance Chairpersons together will have the sole discretion in determining the qualifying amount (if any) and the final eligibility criteria for the trip reimbursement.

**Note: Any trip reimbursement request that is above or close to \$150 must be approved by the entire Committee during a regular monthly Adult Committee Meeting prior to any reimbursement money paid by the Troop.**

## Trailer Towing Vehicles

- Before any vehicle is used for towing a Troop 335 trailer it must be verified for capability and capacity to tow that specific trailer. The Troop Quartermaster can review your vehicle and if he has concerns, will recommend having it evaluated/modified by a local trailer shop (i.e. Master Hitch) or the vehicle dealer.
- To assist getting more adult leader vehicles available to transport Troop trailers the Troop will provide up to \$150 of assistance per vehicle to make trailer ready upgrades on towing vehicles.



# E-mail:

## Scouts:

A "SCOUT" email group is available at: "[troop335@googlegroups.com](mailto:troop335@googlegroups.com)"

This email address is used to distribute a message to the entire group of Scouts within Troop 335. Although it may occasionally be used by Adult Leaders to send out emails, we encourage this to be used by Scouts (not by parents nor parents on behalf of their son). In order to receive or send messages from this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

We highly encourage your son to obtain his own email address. Electronic communication (especially email) has become an essential communication tool at school, in the workplace, and within the Troop. In order to learn and use this form of communication properly, it is essential to practice this skill in a safe and friendly environment, such as Scouting.

A few Scout tips on e-mail etiquette:

- Do not use all capital letters (OR THAT MAY BE CONSIDERED SHOUTING)
- Respond to others in a timely fashion
- Avoid using shortcuts to real words, poor spelling or poor grammar
- Beware of the "reply all." We don't need to reply to the entire Troop email group if only certain people need the message. We should use the official roster when communicating to an individual or smaller group of Scouts.
- If the topic needs discussion or urgent, pick up the phone and try calling first
- If the topic is personal or sensitive in nature, do not use email. Emails may be misinterpreted and topics of any sensitivity should be discussed in person or on the telephone.

## Adults:

A "PARENT ONLY" email group is available at: "[troop335parents@googlegroups.com](mailto:troop335parents@googlegroups.com)"

This email address is used to distribute a message to the entire group of adults within Troop 335. This group will also receive all emails that are sent to the Scout group email address. In order to receive or send messages to this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

Youth Protection Training Reminder: If any adult is communicating via email with a Scout in another household, the adult must copy at least one other adult Scouting member (not within the same adult household) on the email communication. This policy applies to both any original email communications and any responses to a Scout's email. This policy is intended for the safety and protection of both the Scout and the adult member.

# Permission Slips & Health/Medical Forms

Permission slips are sent by the Event's Senior Patrol Leader prior to each outing with information as to the date, necessary timetable, location, costs, and necessary equipment. The tear off portion of the slip (along with any money) must be returned to the Troop with your signature in order for your son to attend the outing.

Health / Medical forms A and B must be filled out when you join the Troop and at renewal of registration each year. A Medical Exam (form C) is required for events over 72 hours, such as summer camp. These exam forms are valid for 12 months. They are the Troop's authorization for treatment in case of emergency and medical alert for allergies, etc. They also provide the Troop with the Scout's health insurance information, so that we can get the Scout the care necessary, if and when it may be required.



# Youth Protection (for Adults)

To ensure that Scout activities are conducted in a safe and prudent manner, guidelines from the BSA *Guide to Safe Scouting for Unit Activities* are closely followed.

**Youth Protection training is an online training course that is required for all BSA Scouting registered volunteers and must be taken every year.** If you are not yet a registered BSA member, you may still take the course and link your member ID after you receiving it. Upon completion, you may also print a certificate of completion and give to the Troop leader for processing at our local council.

A variety of other adult leadership training opportunities are available both online and through our local council. **Monthly Pathway to Adventure Roundtable Meetings and Order of the Arrow (OA) Chapter meetings are held on the first Wednesday of each month.** Adult Leaders typically attend Roundtable meetings, but all adults are welcome to attend (Note: the applicable material from this meeting is usually shared with other adults within the Troop at the Monthly Troop 335 adult Committee Meeting)

# Troop Committee

The adult Troop Committee oversees the entire program and ensures that the resources, leadership, and necessary support for the Scouting program are available, it approves a yearly budget, approves all Eagle Scout Service Projects, revises the Troop By-Laws as needed, selects Scoutmasters and Assistant Scoutmasters as needed, and approves the Scout's program. The Committee is made up of BSA-registered adults. All parents are encouraged to attend the monthly meetings, and to become involved in the Troop. **The Committee meetings are held on the third Tuesday of each month.**



See “Adult Leadership Roles” for specific committee positions.

# Adult Leadership Roles

All adults that are actively volunteering and participating in Adult Leadership roles are encouraged to purchase and wear the Scout uniform. Please see the Recruitment Coordinator to obtain a Troop 335 neckerchief and Troop numbers.

## Descriptions of Adult Leadership Roles

Tenure in each position is generally a one year commitment.

### Charter Organization Rep

The chartered organization representative is the direct contact between the Troop and the chartered organization (All Saints Lutheran Church). This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the local council.

- Help select the right leadership for the unit.
- Serve as a liaison between the units and the organization.
- Promote the recruiting of new members and units.
- Help with the charter renewal.
- Suggest Good Turns to benefit the organization.
- Cultivate organization leaders, and encourage necessary training of existing and new leaders.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Cultivate resources to support the organization.
- Represent the organization at the council level.
- **Training:** Youth Protection

## **Scoutmaster**

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts.

- Trains and guides youth leaders
- Works with other responsible adults to bring Scouting to youth
- Meets regularly with Patrol Leaders' Council (PLC) for training and coordination in planning Troop activities
- Attends all Troop meetings or when necessary arranges for a qualified Troop substitute
- Participates in Troop committee meetings
- Conducts periodic parent sessions to share program and encourage parent participation and cooperation
- Takes part in annual membership inventory, uniform inspection, charter review meeting and charter presentation.
- Conducts Scoutmaster conferences for rank advancements
- Makes it possible so that each Scout can experience at least 10 days and nights of camping each year
- Participates in council and district events
- Build a strong Scout program using methods in Scouting
- Conduct all activities under qualified leadership, safe conditions and policies of the charter organization and the BSA Scouting.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Assistant Scoutmasters**

- The assistant Scoutmasters help operate the Troop. They can be assigned to specific program duties, such as a patrol, advancement or merit badges, and they report to the Scoutmaster. They also provide required two-deep leadership standards.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Troop Committee**

*The Troop Committee is the Troop's board of directors and supports the Troop program. Tenure for each position on the Troop committee is for one year, The following Troop Committee duties are excerpted from the Troop Committee Guidebook, BSA:*

- *Ensures quality adult leadership is recruited and trained*
- *Advises Scoutmaster on BSA and charter organization policies*
- *Supports leaders in carrying out program*
- *Is responsible for finances in line with the approved budget plan*
- *Obtains, maintains and properly cares for Troop property*
- *Serves on boards of review and courts of honor*
- *Supports Scoutmaster in working with individual boys and problems that may affect overall*
- *Troop program*
- *Provides for special needs and assistance some boys may require*

## **Committee Chair**

- Organizes committee to see that all functions are delegated, coordinated and completed
- Maintains close relationship with Scoutmaster and Charter Organization Representative
- Interprets national and local policies to Troop
- Prepares committee meeting agendas
- Calls, presides over and promotes attendance at Troop committee meetings
- Ensures Troop representation at monthly roundtables
- Secures top-notch, trained individuals for camp leadership
- Arranges for charter review and recharter annually
- Plans charter presentation
- Leads Friends of Scouting campaign
- Keep records of Troop Alumni
- Handles re-chartering process
- Supervises adult and Scout registration process
- **Training:** Committee Specifics & Youth Protection

## **Secretary**

- Keeps minutes of Committee Meetings and sends out meeting notices
- Handles publicity
- Reports minutes of previous meetings at each committee meeting
- **Training:** Committee Specifics & Youth Protection

### **Finance Chairperson (No Access to Checkbook)**

- Reviews Troop checking and savings accounts for accuracy
- Keeps adequate records
- Leads in preparation of annual Troop budget
- Reports to Troop committee each meeting
- **Training:** Committee Specifics & Youth Protection

### **Treasurer (Primary Access to Checkbook)**

- Handles all Troop funds
- Maintains Troop checking and savings accounts
- Trains and supervises Troop leaders in record keeping
- Keeps adequate records
- Supervises money-earning projects
- Supervises Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Outdoor Activities Coordinator**

- Helps secure permission to use camping sites
- Serves as transportation coordinator by verifying there are enough seatbelts for each camp out
- Maintain an up-to-date list of drivers with valid copies of insurance cards and license #'s
- Ensures monthly outdoor program, according to activity plan established by Scouts' annual summer planning meeting.
- Promotes attendance at Troop campouts, and camporees to reach goal of an outing a month
- Secure tour permits for all Troop activities and completes the BSA Tour Plans online with the Scout (for non-Council events)
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Scout Coordinators**

- Assists the Scouts that have earned the Life rank regarding the process to earn Eagle
- Primary contact for the Scouts in regards to questions about the Eagle rank process
- Helps provide constructive feedback and reviews the Scout's Eagle presentations
- Helps provide constructive feedback and reviews the Eagle Scout book
- **Training:** Committee Specifics & Youth Protection



### **Summer Camp Coordinator**

- Promotes attendance at Summer Camp
- Organizes Merit Badge class registration
- Coordinates travel to camp
- Coordinates Scouts and adults while at camp to make sure Scouts complete Merit Badges
- Reports to Troop committee
- **Training:** Committee Specifics & Youth Protection

### **Advancement Coordinator**

- Encourages Scouts to advance in rank
- Maintain all Scout advancement records
- Arranges Boards of Review and Courts of Honor
- Develops and maintains merit badge counselor list
- Makes a prompt report on the correct form to council service center when a Troop board of review is held. Secures badges and certificates for the Courts of Honor.
- Reports to Troop committee every meeting
- **Training:** Committee Specifics & Youth Protection

### **Chaplain**

- Provides spiritual tone for Troop meetings and activities
- Gives guidance to Scout chaplain aide
- Promotes regular participation of each member in the religious organization of his choice.
- Visits homes of Scouts in time of sickness or need
- Give spiritual counseling when needed or requested
- Encourage Scouts to earn appropriate religious emblems
- Report to Troop committee at every meeting
- **Training:** Committee Specifics & Youth Protection

### **Popcorn Chairperson**

- Manages the popcorn fundraiser for Scouts
- Communicates and collects the various Scout orders.
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report on the Money collected for Scout Accounts
- **Training:** Attend council Popcorn orientation meeting & Youth Protection

### **Clothing Chairperson**

- Manages the new clothing orders
- Communicates and collects orders
- Distributes clothing twice annually for Troop clothing.
- **Training:** Committee Specifics & Youth Protection

### **Training Coordinator**

- Ensure Troop leaders and committee members have opportunities for training
- Maintains inventory of up-to-date training resources
- Responsible for BSA Youth Protection training within the Troop
- Encourage periodic youth leader training within the Troop and at the council and national levels
- Report to Troop committee at each meeting
- Assist in orientation of new parents
- Be watchful that the Troop is taking all steps to ensure the boys' safety
- **Training:** Committee Specifics & Youth Protection

### **Adult Quartermaster**

- Supervise and help the Troop procure camping equipment and expendable supplies
- Work with the Scout quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all Troop camping gear, and encourage Troops in the safe use of all outdoor equipment
- Report to the Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Recruitment Coordinator**

- Plan and coordinate Troop open house and Webelos events to invite new members into Troop
- Work closely with the Cubmaster and Webelos den leaders of neighboring Cub Scout Packs to provide a smooth transition from pack to Troop. Assist in developing and recruiting Den chiefs, and assist in crossover ceremony from Webelos to BSA Scouting
- Develop a plan for year-round membership flow into the Troop
- Encourage Scouts to invite their friends to join the Troop
- Keep track of Scouts who drop out of the Troop, and develop a plan to encourage them to rejoin
- Works with Committee Chairperson to track and submit new members for rechartering
- **Training:** Committee Specifics & Youth Protection

### **Medical Records Custodian**

- Coordinate annual collection of Troop medical forms of Scouts and adult leaders
- Ensure any Troop activity including high adventure and summer camp have current and proper medical forms well in advance of the beginning of the activity.
- Maintain medical form notebooks and makes at least one available to the Scoutmaster or designated health/safety officer for all Troop activities.
- Collect information about the location of hospitals/medical treatment centers and phone numbers in case of emergency for each campout.
- **Training:** Committee Specifics & Youth Protection

### **High Adventure Chairperson**

- Helps coordinate with the eligible Scouts in selecting a high adventure trip
- Serves as a support coordinator for the Scouts attending the trip
- Promotes attendance at high adventure trips
- Secure tour permits, travel arrangements and collects trip money if necessary
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Ceremony Chairperson**

- Maintain the record of Eagle Court of Honor ceremonies and scripts.
- Arrange for the Troop's Eagle Display to be updated
- Assist the families of Eagle candidates about how to print invitations, programs, make ceremony choices, reserve location for the ceremony, solicit letters of congratulation from dignitaries, and obtain the MacTavish Eagle Court of Honor props from the Council.
- Maintain the chronological database of all the Troop's Eagle Scouts for use in printing Court of Honor programs.
- **Training:** Committee Specifics & Youth Protection

### **Wreath Fundraiser Chairperson**

- Manages the wreath fundraiser for Scouts
- Communicates and collects Scout orders
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report money collected for Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Friends of Scouting Chairperson**

- Assists the Council in their fundraising efforts
- **Training:** Committee Specifics & Youth Protection

### **Adult Historian**

- Assists the Scout Historian in planning an annual homecoming event for Troop alumni
- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Assists in annual presentation to charter organization on Troop activities
- **Training:** Committee Specifics & Youth Protection

### **Hospitality Chairperson**

- Assists Scouts in arranging refreshments and snacks at the quarterly Court of Honor
- Assist Scouts with arrangements for special events and decorations as necessary
- **Training:** Committee Specifics & Youth Protection

### **Assistant Hospitality Chairperson**

- Assists the Hospitality Chairperson
- Completes the role of the Hospitality Chairperson if they are unavailable
- **Training:** Committee Specifics & Youth Protection

# Parent Support

## Parent's Responsibility to the Troop

You are not required to attend the weekly Troop meetings or camp with the Troop. However, parents are welcome to attend all meetings and outings where accommodations allow. At all Troop functions, all attending adults and Scouts are under the direction of the Scoutmaster and Assistant Scoutmasters. **All Youth Protection requirements must be met.**

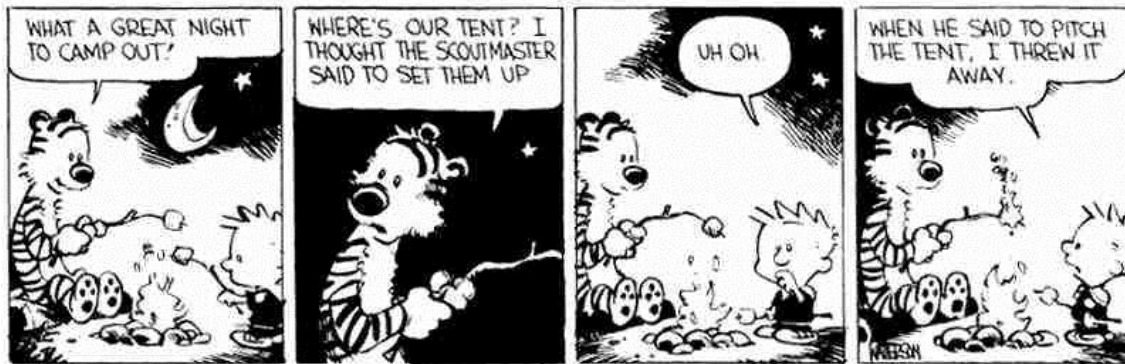
The entire family is encouraged to attend the quarterly **Court of Honor**. This is where the Scouts receive the awards that they have earned and are recognized for their rank advancement by the Troop Committee. A **"Parent's Ribbon"** is given to one parent upon the Scout's entrance into the Troop which a parent can wear with pride to these Troop events.

**We also encourage you to attend all Eagle Courts.** An Eagle Court of Honor is a special event planned by the Eagle recipient and his family. Scouting's highest award is presented in a variety of different venues, depending on the Scout's wishes. Your family should confirm your attendance or your inability to attend the special invitation that is sent, as most events are costly to carry out. We also encourage all Scouts to participate in Eagle Service Projects. All Scouts who reach the rank of Eagle deserve our support for their project and special ceremony, just as you would want others to support that of your own.

Our success as a Troop depends heavily on your support. In addition to attending these events, the Troop needs parent involvement. Your participation as a driver, merit badge counselor, committee member, or assistant Scoutmaster helps to ensure that our program remains diversified and strong.

# Parent's Responsibility to their Scout

Scouts participate in the Troop and its activities because they have fun and enjoy themselves. **Don't force them. Encourage them to participate. Encourage them to advance.** If there is a problem with your Scout or with us, talk to us about it. Every Scout has the potential to become an Eagle Scout. Scouting can help your child gain entrance to college, scholarship opportunities, and possible advancement in the military or their future profession. Your assistance, concern, encouragement, and support will help them to do their best.



# Financial Information/Registration

The Troop annual registration fee includes National Dues, Boy's Life Magazine, insurance, awards, Troop equipment and operating expenses. The cost is typically \$210.00 per Scout per year (averages \$17.50 per month) & Adult registration is \$57 (at least one adult per family is required to register). **Dues for new Scouts are collected at registration period for the upcoming year.**

There is typically an additional fee if participating in the following:

- \* campouts (see Campouts section)
- \* summer camp (see Summer Camp section)
- \* High Adventures (see High Adventures section).

Checks are preferred for traceability purposes, and all checks should be **written to "Troop 335."**

In addition, "Invest in Character" is a council-run fundraising program held annually, during the first quarter, for families who wish to contribute to the cost of operating our local council, scholarships and the summer camps that it owns and operates. Although the program is voluntary, the Troop depends on these camps and training provided by our council.



# Scout Accounts

Any money earned by a Troop fundraiser will be credited to the individual's Scout Account. Examples of fundraisers may include: annual wreath sales, popcorn sales, etc.

The Treasurer and Finance Chairperson will manage individual Scout Accounts for each individual Scout and will report each Scout Account balance annually or upon the request of the Scout.

The intent of the Scout Account is to allow Scouts to collect money through Troop fundraiser opportunities and then spend the money (without going over) on their Scouting activities. **The Scout Account funds may be used to pay or subsidize Scouting activities, such as:**

- **BSA Scout High-adventures fees**
- **BSA Scout Summer Camp fees**
- **Campout or Troop event fees**
- **Troop 335 recharter dues**
- **Troop 335 Eagle Project expenses**

We recognize that certain Scouting activities may be costly, such as high-adventure trips or summer camp. The Scout Account also allows the Scout to gather funds over a number of years or simply a short-term account to pay dues, campout fees or other activities.

- The Scout is not required to hold any money in their Scout account.
- Once the Scout has reached their 18<sup>th</sup> birthday or he chooses to not recharter with a Scout Troop, an individual's Scout Account will be closed.

**We highly encourage the Scouts to use/spend their Scout Account money to fund and subsidize all of their eligible Scouting activities.** Scout Accounts contain money raised during Scout fundraisers, so the generous people that donated to the Scout fundraiser expect the money to be used for Scouting purposes (and not to be used on personal items or non-Scouting related expenses). Scout Accounts are also not intended to be a personal savings or a savings account for individual Scouts. If any questions arise regarding the Scout Accounts, the Treasurer, Finance Chair, and Committee Chairperson will have sole discretion regarding the clarity of the Scout Account rules listed above.

# Our Pledge to You

Every Scout has the right to expect guidance, support, enthusiasm, and a good example set by both the adult and youth leadership as they progress through Scouting. Troop 335 has a solid history of building good citizens and young adults. Most of the youth who enter Troop 335 and remain involved, work on rank advancement and attend events, do reach the rank of Eagle Scout. It is not necessary for a Scout to attain Eagle to stay in the program and have fun. Our main goal is to make sure each Scout learns self-reliance, safety, survival skill, strong leadership qualities, respect for others, and a sense of duty to God, Country, and Self. We do this through a simple set of rules for members of Troop 335.

1. **Arrive and depart on time.**
2. **Respect others at all times.**
3. **Treat every other Scout as you would like to be treated.**
4. **Wear the uniform with pride.**
5. **Respect the premises you are on – no littering, running, or loud behavior.**
6. **If you have a problem, see a Scoutmaster.**
7. **Do your best to achieve rank, earn merit badges, and serve in positions of Leadership.**
8. **Follow the Scout Oath & Scout Law!**

***WELCOME TO SCOUT TROOP 335***

***WE ARE PROUD YOU HAVE CHOSEN OUR SCOUTING FAMILY!***





# Troop Guide

**Troop 335 Parent & Scout Information Packet**  
(Revised April 7, 2023)

**Unit: Scout Troop 335 (founded 1978)**

**District: Trailblazer**

**Council: “Pathway to Adventure Council”**

**Boy Scouts of America (founded 1910)**

## **Dear New Scout and Parents,**

This information packet is intended to familiarize you and your Scout with how Troop 335 operates, opportunities to support the Troop, your responsibilities to the Troop, and your responsibilities to your Scout. Please take the time to read all the information in this packet with your Scout. We will be glad to answer any questions in further detail.

**Note: For the most current version of the document, access to forms and the current calendar, please refer to our Troop website: [www.t335.org](http://www.t335.org)**

*(Note: For access any forms that contain Scout full names, contact our Scout webmaster for access to the secure portion of the website.)*



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# About Troop 335

**Scout Troop 335 is chartered by All Saints Lutheran Church, 630 South Quentin Road, Palatine, Illinois, United States of America** for the purpose of helping to develop the youth of the community through the BSA Scout Program. Membership in the Troop is not dependent upon membership in the church. Troop 335 is dedicated to providing service to the entire community and all families are welcome, regardless of faith. There are several service opportunities throughout the year for the Troop to “give back” to the church.

**Our Troop serves Scouts from: Barrington, Hoffman Estates, Inverness, Palatine, Rolling Meadows, Lake Zurich, Schaumburg, and other surrounding communities.**

Since its formation in 1978, the Troop has received many awards and honors on behalf of its Scouts, and has seen many of its Scouts attain the highest award in Scouting, the rank of Eagle Scout. Rank advancement and development of Scout skills in an atmosphere of fun is emphasized.

Our Troop has earned the Quality Unit Award, based on leadership, training of leaders, and Scout advancement, consistently over the past years.



# What is a “Scout-Led Troop”?

**We provide the Scouts with the opportunity to make decisions, make mistakes (and learn from them), and make connections. It's great to see a young person take on a job and complete it; it's even better to see him learn from it and do it better the next time.**

As written online by another Scoutmaster: *"The hardest thing for the adults to do is to allow the Scouts to fail. A few weeks ago (while the SPL and Scoutmaster were on a high adventure outing with five other older Scouts) the Troop planned a meeting at the local park. Well, communication was not what was needed. When I (Scoutmaster) asked the SPL about the Troop meeting one day in advance, "Hey, is everything in order?", he said yes. I asked him if everyone knew about the proper meeting location, he again said yes. I asked him how they received this information. The SPL said by email. I asked him how come I didn't know and had not yet received an email. I got shoulder shrugs. I asked if he got an email. His response was he didn't check. He finally said in an exasperated tone, "Dad, everyone knows where to meet. Don't worry about it. Well the next evening about 10% of the boys show up at the park. I advised sending a "runner" to our regular spot (about two miles away) and finally, about 45 minutes later the SPL starts the meeting. I got lots of 'feedback' from adults telling me I screwed up, should have notified everyone, yadda, yadda, yadda. I have developed thick skin and just shrugged my shoulders and said they should talk to the SPL. A few weeks later, communication was done on a much better level when we had a location change. I did my job - they boys learned something and nobody got hurt!"*



## Scout-Led Troop

Task	Scouts	Adult Leadership
Determine, plan, budget and execute on monthly activities	Yes ("Event SPL" with Patrol Leaders)	No
Assign "Event SPL"	Yes, through volunteering	Yes, Scoutmaster only if no volunteers
Sign any legal documents and pay fees to camps	No	Yes
Reserve Church & Reserve Event Location	Yes, if it does not require payment. No, if it requires payment or is the Church	Yes, only if requires payment and request or Church location requested
Communication (website, phone, email & text) about allactivities	Yes	Only parent related communication
Arrange Transportation of boys to and from activities	No, but Scouts need to be sure it is part of the plan	Yes
Arrange Trailer to be driven to and from event	No, but Scouts need to be sure the trailer is packed properly	Yes
Plan & Manage safety	Yes	Yes
Senior Patrol Leader (SPL) & PLC lead all meetings. (From pre-opening/ gathering activities, uniform inspections to presentations to games)	Yes	No, except for Scoutmaster Minute
Plan and Execute all Service Projects.	Yes	No
Hold regular Patrol Leader Councils (PLCs) (1st Monday of every month or other agreed time)	Yes	No
Committee Meetings (3rd Tuesday of every month) & District Roundtable (2nd Wednesday of every month)	No	Yes
Sign-off on "Scout" through "First Class" rank requirements	Yes (Star, Life & Eagle rank)	No
Scoutmaster Conference Board of Review	SMC - Yes, but needs to request it from Scoutmaster BOR – Notify Adult Advancement Chair	Yes, only if requested
Provide instruction & training	Yes (SPL, PLC & Patrol Leaders)	No, unless asked
Coach & Mentoring	Yes, to each other	Yes, via the SPL & Event SPL

## Differences between Cub Scouts and Scouts

<b>Topic</b>	<b>Cub Scouts</b>	<b>Scouts</b>
<b>Meetings</b>	Two monthly Den meetings and one monthly Pack meeting	Weekly Troop meetings, one monthly campout/outing
<b>Meetings Planned By</b>	Adult leaders (Den Leader, Cubmaster, and Parents)	Patrol Leader's Council (Senior Patrol Leader, Asst. Senior Patrol Leaders, Patrol Leaders, etc...)
<b>Meetings Conducted By</b>	Cubmaster (Pack meetings) Den Leader (Den meetings)	Senior Patrol Leader (Scout)
<b>Organization</b>	Scouts broken up into Dens based on grade	New Scouts are integrated into patrols.
<b>Scouts Led By</b>	Den Leader (adult)	Patrol Leader (Scout)
<b>Campouts/Outings</b>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by adults.</li> <li>• Adult partner required with each Cub Scout.</li> <li>• Meals planned and prepared by adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by Patrol Leader's Council (Scouts) with logistic assistance by Outdoor Activity Coordinator (adult).</li> <li>• At least two adults required for each outing.</li> <li>• Meals planned and prepared (including purchasing food) by each Patrol.</li> </ul>
<b>Ranks</b>	<p>Den Leaders assist Cub Scouts with their grade's five different ranks:</p> <ul style="list-style-type: none"> <li>• Tiger</li> <li>• Wolf</li> <li>• Bear</li> <li>• Webelos</li> <li>• Webelos 2</li> </ul>	<p>Unlike Cub Scouts, the Scouts are responsible for working on their own advancements. Scouts must confer with one of the Troop leaders to be tested for requirements achievement, and have requirements signed off in their BSA Scout Handbooks. The BSA Scout Advancement program has six different ranks:</p> <ul style="list-style-type: none"> <li>• Tenderfoot</li> <li>• Second Class</li> <li>• First Class</li> <li>• Star</li> <li>• Life</li> <li>• Eagle</li> </ul>
<b>Cubmaster/Scoutmaster Role</b>	In Cub Scouts, the Cubmaster is the "Master of Ceremonies" and is the focal point for Pack meetings.	<p>In Scouts, the Scoutmaster is an "advisor" or "coach" who works with the junior leaders to help them plan and lead the program.</p> <p><i>Note: This is an important distinction to understand, since the Scout-led Troop meeting sometimes looks unplanned and/or chaotic, but is really the result of the Scouts trying some new things, learning and making mistakes.</i></p>

# Troop Program

The aims of the Boy Scouts of America program are Character Development, Citizenship Training, Service Opportunity, and Personal Fitness. These aims are achieved through the use of eight methods: The Ideals of Scouting, Advancement, Uniform, Outdoor Program, Leadership Development, Adult Association, and Personal Growth.

As it is in all Troops, Scouts lead the program. The Scoutmaster and a group of Assistant Scoutmasters guide and supervise them. The **Scout Patrol Leaders** (the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guides, and Patrol Leaders) provide the Scout leadership. The Senior Patrol Leader is elected by the youth membership twice yearly. **An annual planning meeting is held, usually in August**, where the upcoming events and activities for the program year are planned by the Scouts and reviewed with the adult leadership. **The Patrol Leaders meet the first Monday of each month (or another agreed date/time)** to plan and review the upcoming month's activities during a Patrol Leader Council (PLC) Meeting. The rest of the Troop members do not usually attend, but may come to observe, if desired. Members of the Patrol Leadership must commit to attending meetings, provide leadership at all events, and ensure that all members are treated with respect and fairness.

The Scouts are organized into **patrols**, each with its own Patrol Leader, Assistant, and assigned positions. A patrol functions together during meetings and campouts. Members of each patrol plan menus, buy their food, cook, and cleanup, work and have fun together. **It is the responsibility of the Patrol Leader to communicate to the patrol members each week to inform them of upcoming activities, change of meeting location or type of uniform for the following week, etc. If the Scout has not received this information by Sunday afternoon, it is then his responsibility to contact the Patrol Leader for this information.**

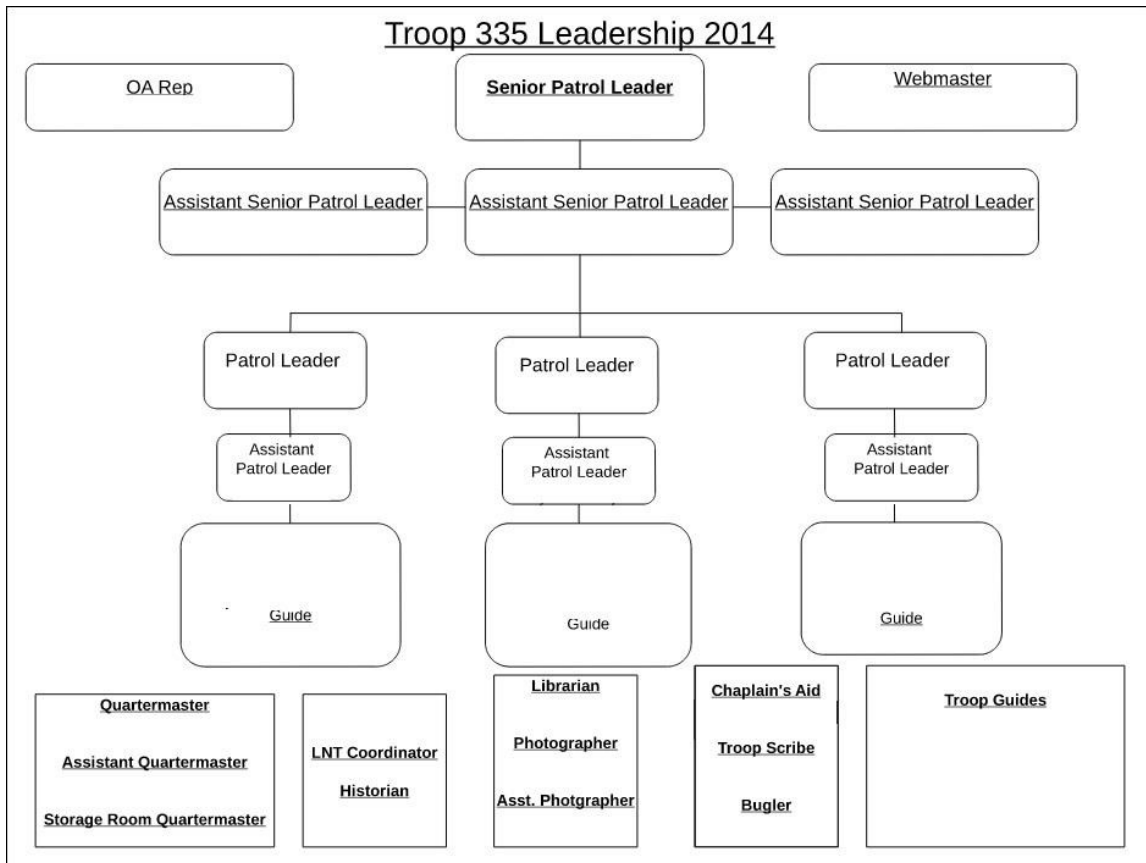


# Scout Leadership Roles

This section is excerpted from "Troop Leader Training" published by BSA

Troop 335 is actually led by its youth leaders. With the guidance of the Scoutmaster and assistants, the Scouts plan the program, conduct Troop meetings, and provide leadership among their peers.

Troop 335 holds elections about every six months for the Senior Patrol Leader. The SPL then appoints other Leadership positions based on interest of the Scouts and the approval of the Scoutmaster.



## **Introduction to Leadership Skills for Troops**

This training will provide an introduction to leadership skills for youth in Scout troops. The training course is delivered to the youth of the troop by older and more experienced youth as soon as a young person has been selected by his or her peers for a leadership position. Youth are introduced to the skills of leadership and the tools they will use to implement their vision of adventure and leadership in their role as a youth leader in their troop. The syllabus is available from the BSA through the youth training link on the BSA's Training web page:

<http://scouting.org/Training/Youth.aspx>

### ***Who is eligible?***

- All Scouts. A member of Troop 335 will provide this training annually during a selected Troop meeting.

## **Scout Leadership Role Descriptions**

### **Senior Patrol Leader (SPL)**

- Presides at all Troop meetings, events, activities and annual program planning conference
- Chairs the patrol leaders' council
- Appoints Scout leaders with the advice and consent of the Scoutmaster
- Assigns duties and responsibilities to other youth leaders
- Works with the Scoutmaster in training youth leaders
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Must be First Class Rank or above
- Shows and helps develop Scout spirit

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

- Is responsible for training and giving correct leadership to the following appointed youth leaders: historian, Order of the Arrow Troop representative, scribe, librarian, instructor, quartermaster, and chaplain aide
- Helps lead meetings and activities as called upon by the Senior Patrol Leader
- Guides the Troop in the Senior Patrol Leader's absence
- Performs tasks assigned by the Senior Patrol Leader
- Functions as a member of the Patrol Leaders' Council
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Patrol Leader**

- Plans and leads patrol meetings and activities
- Keeps patrol members informed
- Assigns each patrol member a task and helps them succeed
- Represents the patrol at all Patrol Leaders' Council (PLC) meetings and the annual program planning conference
- Prepares the patrol to take part in all Troop activities
- Shows and helps develop patrol spirit
- Works with other Troop leaders to make the Troop perform well
- Knows what patrol members and other leaders can do
- Sets a good example
- Wears the Scout uniform correctly
- Instructs Scouting Skills are needed within the Troop or patrols
- Prepare well in advance for each teaching assignment
- Lives by the Scout Oath and Law

**Assistant Patrol Leader**

- Helps the Patrol Leader plan and lead patrol meetings and activities
- Helps the Patrol Leader keep patrol members informed
- Helps the Patrol Leader prepare the Troop to take part in all Troop activities
- Leads the patrol in the Patrol Leader's absence
- Shows and helps develop patrol spirit
- Represents the patrol at all Patrol Leader Council meetings in the patrol leader's absence
- Works with other Troop leaders to make the Troop perform well
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law

**Den Chief**

- Serves as the activities assistant at Cub Scout den meetings
- Meets regularly with the Den leader to review the den and pack meeting plans
- If serving as a Webelos Den Chief, helps prepare Cub Scouts to join BSA Scouting
- Projects a positive image of Scouting
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Troop Guide**

- Introduces new Scouts to Troop operations
- Guides new Scouts through early Scouting activities
- Helps new Scouts earn the First Class Rank in their first year
- Coaches the Patrol Leaders
- Attends Patrol Leaders' Council meetings
- Coaches individual Scouts on Scouting challenges
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- Teaches basic Scout skills

**Quartermaster**

- Keeps records of patrol and Troop equipment
- Keeps equipment in good repair
- Keeps equipment storage areas neat and clean
- Issues equipment and sees that it is returned in good order
- Suggests new or replacement items
- Works with the Adult Quartermaster
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Chaplain Aide**

- Keeps Troop leaders apprised of religious holidays when planning activities
- Assists the Troop chaplain or religious coordinator in meeting the religious needs of Troop members while on activities
- Encourages saying grace at meals while camping or on activities
- Leads worship services on campouts
- Tells Troop members about the religious emblems program for their faith
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Scribe**

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records Troop announcements at weekly meetings and communicates them to the Troop.
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Librarian**

- Establishes and maintains a Troop library
- Keeps records on literature owned by the Troop
- Adds new or replacement items as needed
- Has literature available for borrowing at Troop meetings
- Maintains a system to check literature in and out
- Follows up on late returns
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Photographer**

- Takes pictures at all meetings, ceremonies and activities
- Posts appropriate pictures on Troop website
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Historian**

- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Takes care of Troop trophies and keepsakes
- Plans annual homecoming event for Troop alumni
- Makes annual presentation to charter organization on Troop activities
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Leave No Trace Trainer**

- Teaches Leave No Trace principles to Troop
- Ensures Troop follows these principles on outings
- Has thorough understanding of and commitment to Leave No Trace
- Can help Scouts earn Leave No Trace award.
- Functions as a member of PLC
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- As one of the requirements to hold this position, the **Scout must complete the Leave No Trace Trainer Instructor course**. This is the only youth position that REQUIRES a training course.

### **Order of the Arrow Troop Representative**

- Serve as a communication link between the Order of the Arrow lodge or chapter and the Troop
- Encourage year-round and resident camping in the Troop
- Encourage older Scout participation in high-adventure programs
- Encourage Scouts to actively participate in community service projects
- Assist with leadership skills training in the Troop
- Encourage Arrowmen to assume leadership positions in the Troop
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

# Uniform Policy

The Troop's uniform policy consists of Class A, B, or C

**Class A** - consists of:

- official Scout shirt,
- jeans or official Scout pants/shorts
- Troop neckerchief with slide
- Scout belt
- Merit badge sash, if applicable.

This is worn to all weekly Troop meetings, Court of Honors, Scoutmaster Conferences, Board of Reviews, all District and Council events, and whenever representing Scouting to the public. New Scouts will receive a Troop neckerchief upon joining the Troop. The Scout should also consider the Scout Handbook, paper and pen or pencil part of the uniform.

**Class B** - uniform consists of a Scout or Troop shirt and appropriate pants/shorts. This is to be worn for outings and other events designated by the Senior Patrol Leader (SPL) or Scoutmaster. Troop tee shirts are available through the committee at a nominal cost.

**Class C** - is civilian clothes. This is to be worn when the Scouts are to participate in an activity that could damage the uniform. To be specified by the Senior Patrol Leader (SPL) or Scoutmaster.

Uniform inspections will occur at the request of Senior Patrol Leader (SPL) or Scoutmaster.



# Advancement



**Scout | Tenderfoot | Second Class | First Class | Star | Life | Eagle**

Within the first few meetings the new Scout attends, the Scout should be able to earn the rank of "Scout". Each Scout has a very individual pace of advancement through the next ranks of Scouting. Much of the work on the ranks of Tenderfoot, Second Class, and First Class is done within the patrol and on campouts. Along with active participation in all Troop activities, time and support from home is also needed for the Scout to advance in ranks.

After achieving First Class, a Scout must serve in positions of leadership within the Troop and earn merit badges to attain the ranks of Star and Life. A Scout needs to earn a total of 21 merit badges (including the fourteen required badges), have a record of leadership, Troop participation, and complete a major service project for the community before he can earn the rank of Eagle Scout.

**ALL Scouts are individually responsible for pursuing their rank advancement and completing the requirements.** Scoutmasters and Patrol Leaders will encourage the Scout, but will not remind them to do so. It is great for new Scouts to work on 1-2 requirements per week and get into the habit of having their books signed at each meeting. This is the best way to advance through the first few ranks.

**Step 1:** As each requirement for Tenderfoot, Second Class and First Class is completed, the Scout will have a fellow Scout of Star rank or higher, sign it off in his Scout Handbook. Only the Scoutmaster or an Assistant Scoutmaster can sign off the ranks of Star and Life. When all requirements for rank have been signed-off, the Scout may request a Scoutmaster's Conference from our Advancement Coordinator.



**Step 2:** The **Scoutmaster's Conference** is an opportunity for the Scout to discuss their progress, their goals, any problems they are having, and to demonstrate that they have completed all of the requirements for the rank. Conferences must be completed before the evening of Board of Review. They must appear in full uniform with their signed handbook.

**Step 3:** If they have successfully completed the Scoutmaster Conference, the Scout will be eligible for a **Board of Review**. The Board verifies that the Scout has completed all of the requirements for the rank and that they have retained what they have learned. **He must appear in full uniform with his signed handbook.**

**Step 4:** Upon passing their Board of Review, the Scout has advanced to that rank. The Scout and their parents are recognized for the achievement at the next quarterly Court of Honor and receive their new rank patch.



# Merit Badges

Your Scout may **start working on merit badges at any time** and will probably earn a few if he attends summer camp during his first year. There are numerous merit badges available for the Scout to earn.

To earn Eagle rank, the Scout would earn a **minimum of 21 merit badges** (most Scouts earn more than 21), including the following:

1. First Aid
2. Citizenship in the Community
3. Citizenship in the Nation
4. Citizenship in Society
5. Citizenship in the World
6. Communication
7. Personal Fitness
8. Emergency Preparedness OR Lifesaving
9. Environmental Science OR Sustainability
10. Personal Management
11. Swimming OR Hiking OR Cycling
12. Camping
13. Cooking
14. Family Life

## List of Merit Badges

- American Business
- American Cultures
- American Heritage
- American Labor
- Animal Science
- Animation
- Archaeology
- Archery
- Architecture
- Art
- Astronomy
- Athletics
- Automotive Maintenance
- Aviation
- Backpacking
- Basketry
- Bird Study
- Bugling
- **Camping**
- Canoeing
- Chemistry
- Chess
- Cinematography
- **Citizenship in the Community**
- **Citizenship in the Nation**
- **Citizenship in Society**
- **Citizenship in the World**
- Climbing
- Coin Collecting
- Collections
- **Communication**
- Composite Materials
- **Cooking**
- Crime Prevention
- **Cycling**
- Dentistry
- Digital Technology
- Disabilities Awareness
- Dog Care
- Drafting
- Electricity
- Electronics
- **Emergency Preparedness**
- Energy
- Engineering
- Entrepreneurship
- **Environmental Science**
- Exploration
- **Family Life**
- Farm Mechanics
- Fingerprinting
- Fire Safety
- **First Aid**
- Fish and Wildlife Management
- Fishing
- Fly Fishing
- Forestry
- Game Design
- Gardening
- Genealogy
- Geocaching
- Geology
- Golf
- Graphic Arts
- Health Care Professions
- **Hiking**
- Home Repairs
- Horsemanship
- Indian Lore
- Insect Study
- Inventing
- Journalism
- Kayaking
- Landscape Architecture
- Law
- Leatherwork
- **Lifesaving**
- Mammal Study
- Medicine
- e
- Metalwork
- Mining in Society
- Model Design and Building
- Motorboating
- Moviemaking
- Music
- Nature
- Nuclear Science
- Oceanography
- Orienteering
- Painting
- **Personal Fitness**
- **Personal Management**
- Pets
- Photography
- Pioneering
- Plant Science
- Plumbing
- Pottery
- Programming
- Public Health
- Public Speaking
- Pulp and Paper
- Radio
- Railroading
- Reading
- Reptile and Amphibian Study
- Rifle Shooting
- Robotics
- Rowing
- Safety
- Salesmanship
- Scouting Heritage
- Scholarship
- Scuba Diving
- Sculpture
- Search & Rescue
- Shotgun Shooting
- Signs, Signals and Codes
- Skating
- Small-Boat Sailing
- Snow Sports
- Soil and Water Conservation
- Space Exploration
- Sports
- Stamp Collecting
- Surveying
- **Sustainability**
- **Swimming**
- Textile
- Theater
- Traffic Safety
- Truck Transportation
- Veterinary Medicine
- Water Sports
- Weather
- Welding
- Whitewater
- Wilderness Survival
- Wood Carving
- Woodwork

**The Scout needs to request a Blue Card from the Scoutmaster or Assistant Scoutmaster when he is ready to begin working on a merit badge.** A merit badge book specific to that badge may be obtained from the BSA online library, Troop library, local community library or the Scout Shop. The online library is <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/merit-badges/>

Make sure the book is current, as some of the requirements do change over the years. Some merit badge worksheets are also found on the Internet.

It is the Scout's responsibility to contact a merit badge counselor to review what is required of them to complete the requirements. Merit badge counselors are individuals who are professionals, have expertise, or special training in the area of the specific merit badge. They are registered with Scouting and may sign off on the official Blue Cards. **The Buddy System requires that a Scout not be alone when meeting with a counselor.** Completed Blue Cards are given to the Advancement Chairperson and the badges are awarded at the following Court of Honor. Also, research merit badge classes in your area, and begin working on your fourteen Eagle required merit badges early.



# Scoutmaster Conference

## 1. What is a Scoutmaster Conference?

A Scoutmaster meeting (or Scoutmaster Conference) is any discussion between a Scoutmaster and a Scout.

A Scoutmaster Conference is also a requirement for the completion of each rank. During a Scoutmaster Conference where the Scout wishes to discuss rank, we use the discussion as an opportunity to simply check that all other rank requirements are completed prior to a Board of Review. Therefore, the Scoutmaster Conference is typically the last requirement to be signed-off before the Board of Review (the final step for a new rank).

For Scout, Tenderfoot, Second Class and First Class ranks: Requirements are confirmed and signed-off if completed by the Scouts with Star rank, Life rank, or Eagle rank -- except the Scoutmaster Conference, Board of Review and the requirement regarding the Scout Law and Scout Oath, which is confirmed and signed off if completed by the Scoutmasters.

For Star, Life and Eagle ranks: All requirements (except the Board of Review) are confirmed as completed by the Scoutmasters.

## 2. How does a Scout sign-up for a Scoutmaster Conference?

You can meet with Scoutmasters at any time! But once a Scout feels that they have met the rank expectations by completing all of the requirements, the Scout should write their name on the "Scoutmaster Meeting" clip board at the Troop meeting.

To not disrupt Troop meetings, Scoutmaster Conferences regarding rank typically happen outside of the Troop meetings (especially for First Class, Star rank, Life rank and Eagle rank). So, it is helpful if the Scout also provides date/time availability.

Scouts should prepare for your Scoutmaster conference by again reviewing any prior meeting notes and the rank requirements. Scouts should be prepared with examples of how you live the Scout Oath and Scout Law in your daily life. In addition, for Star rank, Life rank, and Eagle rank, Scouts should also be prepared with specific examples and detail of how you completed each requirement.

## 3. What does a Scout bring and wear to a Scoutmaster Conference?

A Scout must:

- > bring the Scout handbook
- > bring a pad of paper (and pencil/pen)
- > wear their full-First Class A uniform (exactly as described in our Troop Guide)

#### **4. What is discussed at a Scoutmaster Conference?**

a) There are at least two Scoutmasters at a Scoutmaster Conference for rank. Our primary rule is that there are no "wrong" answers except a lie. Some Scouts also share private feelings that they wish to keep confidential. Therefore, to maintain trust, Scoutmasters will not share anything outside the conference room that was specifically discussed inside the room.

b) During the first part of the meeting, the Scouts are asked questions and expected to give specific examples of how they have completed the requirements, including:

- \* How well are they enjoying the Scouting experience
- \* Specific examples of how they completed each requirement for the rank (for Star, Life and Eagle ranks)
- \* Does the Scout understand and how do they practice the Scout Law and Scout Oath
- \* What are their future aspirations

c) During the second part of the meeting:

- \* If any requirement was not complete, we discuss the requirement further and the Scout is given a specific list of ways to accomplish the remaining requirement(s)
- \* If the requirements are all completed and signed-off, Scouts are also told what is expected for the next rank

#### **5. If a Scout has incomplete requirements, what needs to be done to complete them?**

Scouts: If you are ever unclear about your progress or the expectations for your next rank, we encourage you to meet with a Scoutmaster (and bring your notebook!)

Parents: During the Scoutmaster Conference, we review the list of rank requirements that were not yet completed your Scout, and most Scouts choose to write notes (which we highly encourage). If you have any questions regarding any specific requirements that are incomplete or what expectations would meet the requirements, we encourage you to discuss them with your Scout.

#### **6. How can PARENTS help their Scout advance?**

For all parents it's difficult to see your Scout struggle, and it's quite easy to jump in and do a task or requirement for them. **DO NOT!** It is important that parents don't make the phone calls, draft the emails, set the goals, write lists, and "do" the requirements for your Scout. If your Scout asks for help, be supportive by helping to review their drafted email, help them brainstorm ideas, praise them for the tasks completed, and ask them about their progress. Again, you can be supportive, but be careful not to overstep into completing their responsibilities or requirements.

Remember, the Scouting program is intended to be a journey of personal growth (it is not intended to be a simple destination). Be supportive of the program and your Scout by continually encouraging them to challenge themselves and to try new situations and tasks. Most parents are surprised at the things that their children can do - if you only allow them try it!

Again, your Scout can meet with Scoutmasters at anytime to review their progress or if they has questions about the rank requirement expectations. If your Scout is ever unclear about their progress or the expectations for their next rank, encourage them to meet with the Scoutmaster(and encourage them to bring a notebook!).

I hope this provides everyone some insight into the Scoutmaster meetings and the rank advancement process. If you ever have any questions, please feel free to schedule some time with the Scoutmaster and they would be happy to discuss any of your questions or concerns.

## Campouts

The Troop plans an activity every month, which is typically a campout. The actual number and types of campouts each year are determined by the Scouts.

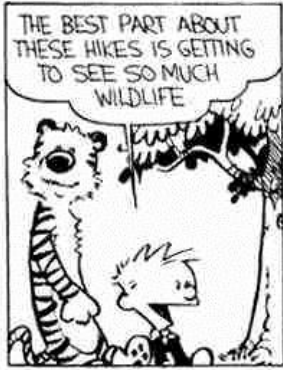
Parents are welcome on most campouts, but please observe the following rules:

1. The Scouts camp as patrols. The Patrol Leaders and Event's Senior Patrol Leader are responsible for the activities, under the guidance of the Scoutmaster and Assistants. Please don't interfere in a Scout's activities. **If you see a problem, talk to one of the Scoutmasters.**
2. On some campouts, the Troop will actively seek your help with some activities.
3. **Scouts should always sleep in tents with other Scouts even if their parents are at the campsite.**
4. All adults and visitors should prepare and eat meals and sleep in tents separate from the Scout patrols.

### Remember

The Scouts are the Scoutmaster's responsibility at Troop activities. Please refrain from giving Scouts permission/approvals during Troop events. Instead, direct them to the youth leaders. **The exception to this is safety. If safety of any attending adult or Scout is at risk, both Scouts and adults, regardless of age or rank, are asked to respond at once.**

**Scouts & Adults Costs:** Each campout typically has a small fee associated with it for food, transportation, campsite fees, and activity fees. The typical campout is \$20-\$50 each Scout. Unless otherwise specified, the Troop will pay for trained Adult leader fees to attend each campout, which will subsidize the cost for the adults assisting with the campout.





## Typical Campouts

In addition to the annual Council-sponsored campouts below, the Scouts typically plan other campouts throughout the year, including:

- New Scout Overnight Campout
- Climbing Wall Overnight
- Submarine Overnight
- Patrol Competitions Campout
- Cabin Campout
- Museum Overnight
- Skiing Overnight

Campout Description	Duration	Location
Spring Camporee in March	Friday & Saturday night	Varies*
Annual Summer Camp	Saturday through Saturday (one week)	Owasippe Scout Reservation Twin Lake, MI
Webelos Unplugged in October	Friday & Saturday night	Varies*
Fall Camporee in November	Friday & Saturday night	Varies*
Klondike in January	Friday & Saturday night	Varies*

*\*Location may vary depending on attendance size, but usually held at Camp Sol R Crown or other nearby campsite.*

## Campout Leadership:

Each campout and activity is led by an “Event’s Senior Patrol Leader,” who will be responsible for planning, communicating, assigning positions, developing and collecting the permission slip, and leading the event.

Depending on the number of participants attending the particular campout, special patrols may be assembled:

- Each patrol is assigned a “patrol box”, which essentially contains a portable camp kitchen. All of these patrol items must be kept in proper condition. Dues may be used to repair or purchase any other items the boys require for their patrol activities.
- Each patrol is responsible for creating an approved menu and purchasing the necessary food for the menu.

# Summer Camp

The Troop attends Camp Owaspippe, one of the licensed BSA Scout Summer Camps, for at least one one-week session each summer. Summer camp is a great opportunity for the Scout to earn Merit Badges, bond with their Troop, develop responsibility away from home, and to have a lot of fun in the outdoors. Scouts can participate in many activities such as archery, boating, rifle shooting, swimming, cooking, and much more! Camp is usually held the last week of July/first week of August.

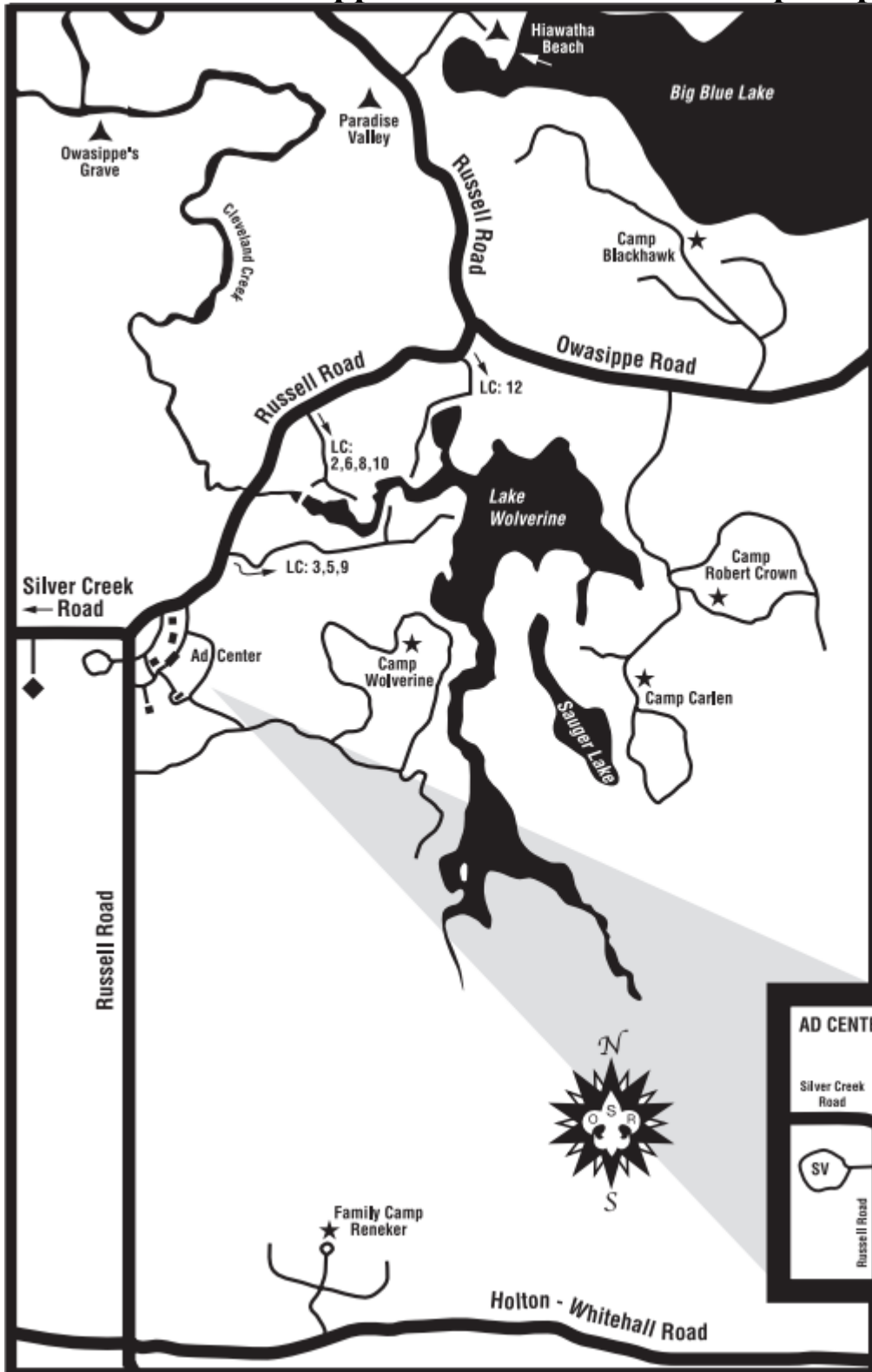
**Scout & Adult Costs:** The cost of summer camp is roughly \$350 for each Scout, which must be paid by the Scouts in full by the deadline in order to participate. The troop will subsidize the amount of two adult camp fees for any trained adults 21 years and older that choose to volunteer at the camp for the entire week of activities. There may be a small fee charged for all adults that attend a smaller portion of the week or who are not properly trained.

## Owasippe Scout Reservation

9900 Russell Road  
Twin Lake, MI 49457

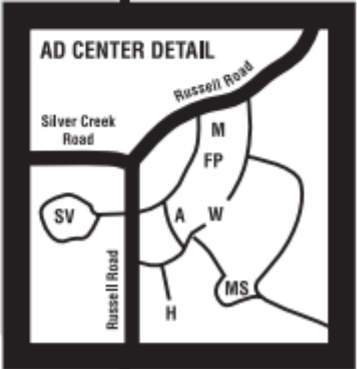


# Owasippe Scout Reservation Camp Map



Scale 1 : 22 159  
1 in. = approx. 615 yds.

- Legend**
- ..... Paved Rd.
  - ..... Camp Rd.
  - ..... Camp Office
  - ..... Landmark
  - ..... Horse Corral
  - ..... Lake
  - SV ..... Staff Village
  - H ..... Health Lodge
  - M ..... Museum
  - FP ..... Food Prep.
  - A ..... Admin. Bldg.
  - W ..... Warehouse
  - MS ..... Maintenance
  - LC ..... Lake Cabin



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# Service Projects

*Our Troop performs a lot of service, and almost all ranks require some amount of service time. We ask Scouts First class and above to plan and execute service projects, which gives them great practice for their Eagle project.*

These projects require parent help and support. You will be hearing about them as they come up, but typically include at least:

- Hospitality for church events, such as the Annual Women’s Dinner
- Support of Eagle Service Projects (variety of projects)
- Avon Walk (set up tents)
- Palatine Memorial Day Parade (participants)

Each year, one Scout and one adult may be chosen to receive the prestigious “**Troop 335 All Saints Lutheran Church Cheerful Service Award**” for the most recorded volunteer Scout service project hours during the single year that was donated to our community.

- No Scout or adult will receive the award more than once.
- Service hours for an Eagle Project do not count for the Scout attempting to achieve the Eagle rank nor for any adult(s) that is the parent/guardian of the Scout attempting to earn the Eagle rank (however, the other adults and Scouts choosing to assist in the Eagle project may receive credit for their service hours)



# Older Scout Programs

## High Adventure Trips

The experienced Scouts (**over 14 years of age**) who have **Star Class or Above** are eligible to attend our Troop's varied High Adventures. High Adventure trips are chosen by the eligible Scouts.

Recent High Adventure trips have included:

- Philmont (a working ranch in New Mexico)
- Boundary Waters (canoeing in the Northern Territory)
- fly-in fishing trips to Canada
- Sea Base in Florida
- Hiking in Alaska and in Glacier National Park in Montana
- National Jamboree (every 4 years) at The Summit with tens of thousands of other Scouters.
- 10-day bicycling trek within Illinois
- *and more!*

Note: Adults may only qualify to attend these high adventure trips if they:

- meet the physical requirements (required height/weight limits and medical exams)
- successfully passed all of the required BSA training courses for the trip
- consistently participated in other outdoor Troop camping trips

These trips challenge Scouts (and adults) physically as well as provide an experience of a lifetime.

**Scouts & Adult Costs:** Each Scout and Adult must pay for the high adventure fees, and must be fully paid by the deadline in order to participate. The cost generally range greatly between \$800 (for extended trips near home) to \$5000 (for trips overseas), but typically are about \$1500 per Scout.



## National Youth Leadership Training

The National Youth Leadership Training (NYLT) conference is a one-week leadership training course delivered by the local council to help youth further develop their capacity as leaders. The leadership skills introduced in ILS are developed in greater detail, and the weeklong training course delivers the skills by modeling a month in the life of a Scouting unit. Youth who function in leadership roles in their troop or crew will benefit from the experiences developed in this course. NYLT serves as a gateway course to the entire suite of the BSA's advanced youth leadership development courses.

### *Who is eligible?*

- All Scouts First Class rank and above

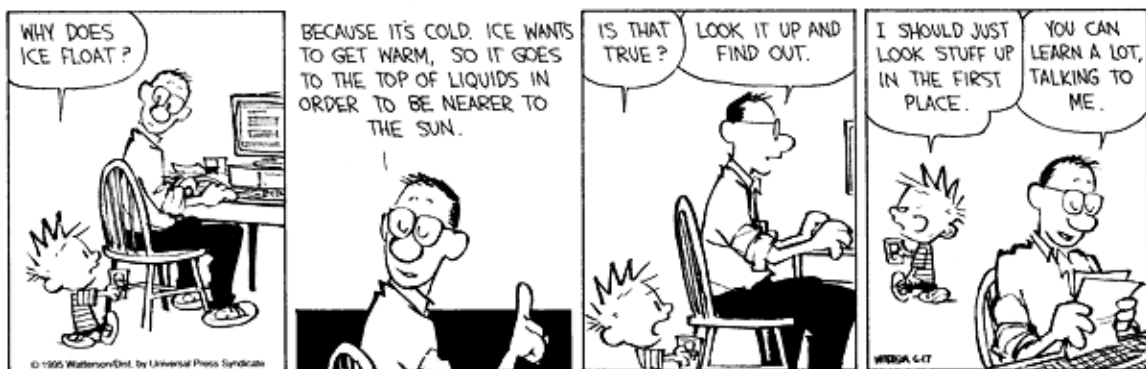
## Science, Technology, Engineering and Mathematics (STEM) & NOVA Awards

STEM is part of an initiative BSA Scouting has taken on to encourage the natural curiosity of youth members and their sense of wonder about these fields through existing programs. From archery to welding, Scouts can't help but enjoy the wide range of STEM-related activities. To support this initiative, BSA Scouting developed the Nova Awards program so that youth members have fun and receive recognition for their efforts.

BSA Scouting developed the Nova Awards program to excite and expand a sense of wonder in our Scouts. By working with an adult counselor or mentor, the various modules allow them to explore the basic principles of STEM and discover how fun and fascinating STEM can be. The Supernova awards are offered for those who enjoy a super challenge. For more information about STEM and the Nova Awards program, visit [www.scouting.org/stem](http://www.scouting.org/stem). Discover how the Nova Awards program helps youth be "Prepared. For Life."

### *Who is eligible?*

- All Scouts, but certain merit badges will need to be completed as part of the program.



## Order of the Arrow (OA)

The Order of the Arrow (OA) is the national honor society of BSA Scouting. It uses American Indian-styled traditions and ceremonies to bestow recognition on Scouts selected by their peers as best exemplifying the ideals of Scouting. Once per year, the Scouts may choose eligible Scouts within their Troop to join the Order of the Arrow.

The society was created in 1915 as a means of reinforcing the Scout Oath and the Scout Law. The goal was to establish these as lifelong guidelines, and to encourage continued participation in Scouting and camping. Inducted members, known as Arrowmen or Brothers, are organized into local youth-led lodges that harbor fellowship, promote camping, and render service to BSA councils and their communities. Members wear identifying insignia on their uniforms, most notably the OA pocket flap (representing their individual lodge) and the OA sash (worn at official OA functions) and are eligible for special OA awards. The OA program sponsors several events, awards, and training functions.

### *Who is eligible?*

- Only eligible Scouts that are nominated as candidates can be elected to be an OA member.
- To be a potential candidate, the Scout must first meet all specified requirements at the time of the annual election:
  - Approval of their Scoutmaster
  - Demonstrate Scout spirit (i.e., Scoutmaster certifies his adherence to the Scout Oath and Law and active participation in unit activities)
  - If below age 21, the Scout must also:
    - Be a registered member of the Boy Scouts of America
    - Hold the First Class rank of BSA Scouting (minimum)
    - After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the BSA Scouting. The balance of the camping must be overnight, weekend, or other short-term camps
    - Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee

# Personal Equipment

The new Scouts will be given the current edition of the Scout Handbook and should bring it to all Troop meetings and camp outs. The basic equipment requirements can be found there as well as advancement requirements and lots of fun things to learn. One of the requirements for the rank of Scout is for the parents to read and sign the first section of the handbook. No electronic games, CD players, or radios are allowed at Troop functions without the Scoutmaster's approval. Cell phone use by Scouts at Troop activities should be kept to emergency use only!



**Note: Tents, Lanterns and Cooking Utensils are available through the Troop for both Scouts and Adults. At the end of the campout, each Scout and Adult will be responsible to take home a tent and/or tarp to fully clean and dry-out the item(s). The item(s) are then to be returned and inspected by a Quartermaster at the following Troop meeting.**

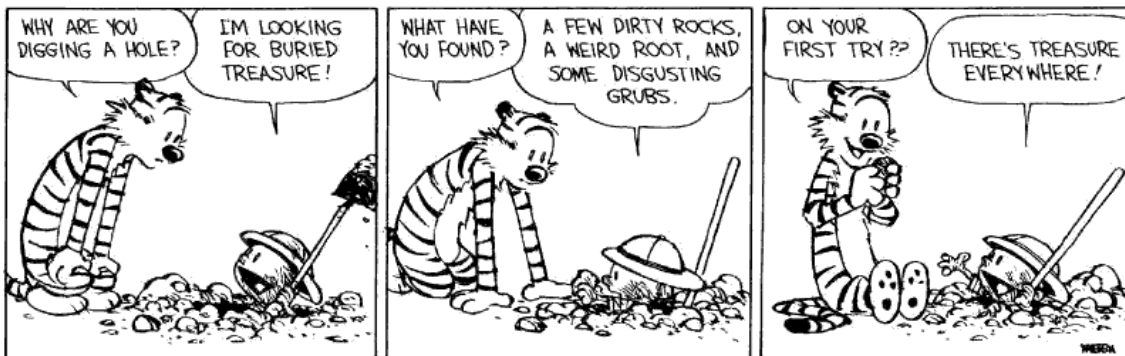


### Personal Camping Packing List:

- **Summer/Spring:** Sun Protection, Insect Repellant, Sunglasses, Baseball Cap
  - **Winter/Fall:** Knit Cap, Gloves, Sweat Shirt, Hand Warmers, Long Underwear, Extra Fleece blanket, Jacket/Parka, snow pants
- 
- A Backpack & Large Bag
  - Portable chair/stool
  - Water Bottle
  - Mess Kit/Silverware
  - Scout Handbook & Notebook & Pencil
  - Wallet
  - Compass & Whistle
  - Camera/Cell Phone/Watch
  - Flashlight/Extra Batteries
  - Pocket Knife (only with Totin' Chip Card)
  - Fire Starter Kit (only with Fireman Chit Card)
  - Personal First Aid Kit
  - Prescription Medication (given to Scoutmaster or Assistant Scoutmaster)
  - Sleeping Bag & Pillow
  - Cot and/or Foam Sleeping Pad
  - Scout Uniform (Class A) & Class B Shirts
  - Long Sleeve Shirts & Extra Clothes
  - Long Pants/Shorts
  - Underwear & Socks
  - Sleeping Clothes
  - Boots/Hiking Shoes
  - Towels/Washcloths
  - Shampoo/Deodorant/Soap
  - Toothbrush and Toothpaste
  - Comb/Brush
  - Rain Gear

### LABEL EVERYTHING!!!

*Your Scout should always pack his/her own gear! This will provide many long-term benefits: he will know where/what gear he has brought to the campout, and he will get faster/better at packing next time!*



# Transportation

**Class A Uniform must be worn when traveling to and from every event. Remember, we represent BSA Scouting and our community as a whole when traveling to, participating in and returning from events.**

The Troop tries to arrange for and coordinate car pools for most events, but it is ultimately your responsibility to ensure that your son gets to outings and meetings. Most are less than an hour away. **On most outings, the Troop leaves from the Hunting Ridge School parking lot or an alternative location as specified on the event permission slip.**

**Hunting Ridge Elementary School**  
1105 W Illinois Ave, Palatine, IL 60067

All drivers of Scouts must be currently licensed, at least 21 years of age, be BSA registered, and meet all youth protection requirements.

When you drive for a Troop outing and carry Scouts, **the driver must have adequate, in-force auto insurance at the time of the trip. Seat belts are to be used at all times for each passenger.** No Scout may ride in the back of a pickup truck for any reason. Drivers are asked to have their cars fueled and ready for the trip before departure. It is recommended that each driver have a hands-free cell phone charged and available for communication, as needed.



# Adult Trip Reimbursement

We appreciate all of the adults that volunteer both their time and vehicles to support the Troop's activities. We want to encourage this adult support and the **Troop may choose to reimburse the adult(s) whose vehicles are needed to transport multiple Scouts (must include non-family members) over 150 miles to a single event or vehicles that transport a full-sized trailer to the various Scout activities.** We encourage all eligible adults to request the reimbursement for their vehicle costs listed below.

## How does an Adult request Trip/Gas Reimbursement?

To request reimbursement, you must mark it on the permission form and inform the trip's youth Senior Patrol Leader (SPL) that is organizing the trip. If eligible, the expense will then be recorded and paid along with other trip expenses after the trip is completed.

Reimbursements should only be requested by eligible adults. By requesting the trip reimbursement, the adult is certifying that they have met the eligibility criteria:

- Over 21 years of age (no one younger is ever permitted to drive a youth Scout during a Scout activity)
- Adult must have current valid driver's license
- Adult and vehicle must be currently insured and have sufficient automobile insurance
- Event must be over 30 miles from the initial meeting point (Hunting Ridge Elementary School)
- Adult must have a current Youth Protection Training (YPT) certification
- Vehicles must be carrying multiple youth Scouts over 150 miles during a single event; or the vehicle must be pulling the full-sized trailer with supplies

## How is Reimbursement Amount Determined?

Miles Per Gallon (mpg):

- 17 mpg for SUV (light duty vehicle) with multiple boys traveling over 150 miles during a single event
- 10 mpg for SUV towing the full-sized trailer

2021 Average Gas Price (AGP):

- \$3.30 per gallon

Distance (D):

- Hunting Ridge to Twin Lake, MI: 235 miles
- Hunting Ridge to Berrien Springs, MI: 130 miles
- Hunting Ridge to Trevor, WI: 35 miles
- Hunting Ridge to USS Silversides, MI: 261 miles
- Hunting Ridge to USS Cobia, WI: 157 miles

Calculation:

- $(D/\text{mpg}) \times (\text{AGP}) = \text{reimbursement amount}$

## What may be the Typical Adult Trip Reimbursement Amounts?

Typical round-trip reimbursement amounts:

Round-trip from Hunting Ridge to Twin Lake, MI: 235 miles

- SUV carrying boys: \$45.62
- SUV pulling full-sized Trailer: \$77.85

Round-trip from Hunting Ridge to Trevor, WI: 36 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$11.55

Round-trip from Hunting Ridge to Berrien Springs, MI: 130 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$42.90

Round-trip from Hunting Ridge to USS Silversides, MI: 261 miles

- SUV carrying boys: \$50.66
- SUV pulling full-sized Trailer: \$86.13

Round-trip from Hunting Ridge to USS Cobia, WI: 157 miles

- SUV carrying boys: \$30.41
- SUV pulling full-sized Trailer: \$51.81

## What if there is a dispute regarding the amount given for a requested trip reimbursement?

- We wish to reimburse adults and legitimate expenses in a fair manner. **However, please note that a trip reimbursement is not required to be provided by the Troop.** If there happens to be a dispute or disagreement regarding a particular trip reimbursement request, the Committee Chairperson, Treasurer and Finance Chairpersons together will have the sole discretion in determining the qualifying amount (if any) and the final eligibility criteria for the trip reimbursement.

**Note: Any trip reimbursement request that is above or close to \$150 must be approved by the entire Committee during a regular monthly Adult Committee Meeting prior to any reimbursement money paid by the Troop.**

## Trailer Towing Vehicles

- Before any vehicle is used for towing a Troop 335 trailer it must be verified for capability and capacity to tow that specific trailer. The Troop Quartermaster can review your vehicle and if he has concerns, will recommend having it evaluated/modified by a local trailer shop (i.e. Master Hitch) or the vehicle dealer.
- To assist getting more adult leader vehicles available to transport Troop trailers the Troop will provide up to \$150 of assistance per vehicle to make trailer ready upgrades on towing vehicles.

# E-mail:

## Scouts:

A "SCOUT" email group is available at: "[troop335@googlegroups.com](mailto:troop335@googlegroups.com)"

This email address is used to distribute a message to the entire group of Scouts within Troop 335. Although it may occasionally be used by Adult Leaders to send out emails, we encourage this to be used by Scouts (not by parents nor parents on behalf of their son). In order to receive or send messages from this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

We highly encourage your son to obtain his own email address. Electronic communication (especially email) has become an essential communication tool at school, in the workplace, and within the Troop. In order to learn and use this form of communication properly, it is essential to practice this skill in a safe and friendly environment, such as Scouting.

A few Scout tips on e-mail etiquette:

- Do not use all capital letters (OR THAT MAY BE CONSIDERED SHOUTING)
- Respond to others in a timely fashion
- Avoid using shortcuts to real words, poor spelling or poor grammar
- Beware of the "reply all." We don't need to reply to the entire Troop email group if only certain people need the message. We should use the official roster when communicating to an individual or smaller group of Scouts.
- If the topic needs discussion or urgent, pick up the phone and try calling first
- If the topic is personal or sensitive in nature, do not use email. Emails may be misinterpreted and topics of any sensitivity should be discussed in person or on the telephone.

## Adults:

A "PARENT ONLY" email group is available at: "[troop335parents@googlegroups.com](mailto:troop335parents@googlegroups.com)"

This email address is used to distribute a message to the entire group of adults within Troop 335. This group will also receive all emails that are sent to the Scout group email address. In order to receive or send messages to this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

Youth Protection Training Reminder: If any adult is communicating via email with a Scout in another household, the adult must copy at least one other adult Scouting member (not within the same adult household) on the email communication. This policy applies to both any original email communications and any responses to a Scout's email. This policy is intended for the safety and protection of both the Scout and the adult member.

# Permission Slips & Health/Medical Forms

Permission slips are sent by the Event's Senior Patrol Leader prior to each outing with information as to the date, necessary timetable, location, costs, and necessary equipment. The tear off portion of the slip (along with any money) must be returned to the Troop with your signature in order for your son to attend the outing.

Health / Medical forms A and B must be filled out when you join the Troop and at renewal of registration each year. A Medical Exam (form C) is required for events over 72 hours, such as summer camp. These exam forms are valid for 12 months. They are the Troop's authorization for treatment in case of emergency and medical alert for allergies, etc. They also provide the Troop with the Scout's health insurance information, so that we can get the Scout the care necessary, if and when it may be required.



# Youth Protection (for Adults)

To ensure that Scout activities are conducted in a safe and prudent manner, guidelines from the BSA *Guide to Safe Scouting for Unit Activities* are closely followed.

**Youth Protection training is an online training course that is required for all BSA Scouting registered volunteers and must be taken every year.** If you are not yet a registered BSA member, you may still take the course and link your member ID after you receiving it. Upon completion, you may also print a certificate of completion and give to the Troop leader for processing at our local council.

A variety of other adult leadership training opportunities are available both online and through our local council. **Monthly Pathway to Adventure Roundtable Meetings and Order of the Arrow (OA) Chapter meetings are held on the first Wednesday of each month.** Adult Leaders typically attend Roundtable meetings, but all adults are welcome to attend (Note: the applicable material from this meeting is usually shared with other adults within the Troop at the Monthly Troop 335 adult Committee Meeting)

# Troop Committee

The adult Troop Committee oversees the entire program and ensures that the resources, leadership, and necessary support for the Scouting program are available, it approves a yearly budget, approves all Eagle Scout Service Projects, revises the Troop By-Laws as needed, selects Scoutmasters and Assistant Scoutmasters as needed, and approves the Scout's program. The Committee is made up of BSA-registered adults. All parents are encouraged to attend the monthly meetings, and to become involved in the Troop. **The Committee meetings are held on the third Tuesday of each month.**



See “Adult Leadership Roles” for specific committee positions.



# Adult Leadership Roles

All adults that are actively volunteering and participating in Adult Leadership roles are encouraged to purchase and wear the Scout uniform. Please see the Recruitment Coordinator to obtain a Troop 335 neckerchief and Troop numbers.

## Descriptions of Adult Leadership Roles

Tenure in each position is generally a one year commitment.

### Charter Organization Rep

The chartered organization representative is the direct contact between the Troop and the chartered organization (All Saints Lutheran Church). This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the local council.

- Help select the right leadership for the unit.
- Serve as a liaison between the units and the organization.
- Promote the recruiting of new members and units.
- Help with the charter renewal.
- Suggest Good Turns to benefit the organization.
- Cultivate organization leaders, and encourage necessary training of existing and new leaders.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Cultivate resources to support the organization.
- Represent the organization at the council level.
- **Training:** Youth Protection

## **Scoutmaster**

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts.

- Trains and guides youth leaders
- Works with other responsible adults to bring Scouting to youth
- Meets regularly with Patrol Leaders' Council (PLC) for training and coordination in planning Troop activities
- Attends all Troop meetings or when necessary arranges for a qualified Troop substitute
- Participates in Troop committee meetings
- Conducts periodic parent sessions to share program and encourage parent participation and cooperation
- Takes part in annual membership inventory, uniform inspection, charter review meeting and charter presentation.
- Conducts Scoutmaster conferences for rank advancements
- Makes it possible so that each Scout can experience at least 10 days and nights of camping each year
- Participates in council and district events
- Build a strong Scout program using methods in Scouting
- Conduct all activities under qualified leadership, safe conditions and policies of the charter organization and the BSA Scouting.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Assistant Scoutmasters**

- The assistant Scoutmasters help operate the Troop. They can be assigned to specific program duties, such as a patrol, advancement or merit badges, and they report to the Scoutmaster. They also provide required two-deep leadership standards.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Troop Committee**

*The Troop Committee is the Troop's board of directors and supports the Troop program. Tenure for each position on the Troop committee is for one year, The following Troop Committee duties are excerpted from the Troop Committee Guidebook, BSA:*

- *Ensures quality adult leadership is recruited and trained*
- *Advises Scoutmaster on BSA and charter organization policies*
- *Supports leaders in carrying out program*
- *Is responsible for finances in line with the approved budget plan*
- *Obtains, maintains and properly cares for Troop property*
- *Serves on boards of review and courts of honor*
- *Supports Scoutmaster in working with individual boys and problems that may affect overall*
- *Troop program*
- *Provides for special needs and assistance some boys may require*

## **Committee Chair**

- Organizes committee to see that all functions are delegated, coordinated and completed
- Maintains close relationship with Scoutmaster and Charter Organization Representative
- Interprets national and local policies to Troop
- Prepares committee meeting agendas
- Calls, presides over and promotes attendance at Troop committee meetings
- Ensures Troop representation at monthly roundtables
- Secures top-notch, trained individuals for camp leadership
- Arranges for charter review and recharter annually
- Plans charter presentation
- Leads Friends of Scouting campaign
- Keep records of Troop Alumni
- Handles re-chartering process
- Supervises adult and Scout registration process
- **Training:** Committee Specifics & Youth Protection

## **Secretary**

- Keeps minutes of Committee Meetings and sends out meeting notices
- Handles publicity
- Reports minutes of previous meetings at each committee meeting
- **Training:** Committee Specifics & Youth Protection

### **Finance Chairperson (No Access to Checkbook)**

- Reviews Troop checking and savings accounts for accuracy
- Keeps adequate records
- Leads in preparation of annual Troop budget
- Reports to Troop committee each meeting
- **Training:** Committee Specifics & Youth Protection

### **Treasurer (Primary Access to Checkbook)**

- Handles all Troop funds
- Maintains Troop checking and savings accounts
- Trains and supervises Troop leaders in record keeping
- Keeps adequate records
- Supervises money-earning projects
- Supervises Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Outdoor Activities Coordinator**

- Helps secure permission to use camping sites
- Serves as transportation coordinator by verifying there are enough seatbelts for each camp out
- Maintain an up-to-date list of drivers with valid copies of insurance cards and license #'s
- Ensures monthly outdoor program, according to activity plan established by Scouts' annual summer planning meeting.
- Promotes attendance at Troop campouts, and camporees to reach goal of an outing a month
- Secure tour permits for all Troop activities and completes the BSA Tour Plans online with the Scout (for non-Council events)
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Scout Coordinators**

- Assists the Scouts that have earned the Life rank regarding the process to earn Eagle
- Primary contact for the Scouts in regards to questions about the Eagle rank process
- Helps provide constructive feedback and reviews the Scout's Eagle presentations
- Helps provide constructive feedback and reviews the Eagle Scout book
- **Training:** Committee Specifics & Youth Protection

### **Summer Camp Coordinator**

- Promotes attendance at Summer Camp
- Organizes Merit Badge class registration
- Coordinates travel to camp
- Coordinates Scouts and adults while at camp to make sure Scouts complete Merit Badges
- Reports to Troop committee
- **Training:** Committee Specifics & Youth Protection

### **Advancement Coordinator**

- Encourages Scouts to advance in rank
- Maintain all Scout advancement records
- Arranges Boards of Review and Courts of Honor
- Develops and maintains merit badge counselor list
- Makes a prompt report on the correct form to council service center when a Troop board of review is held. Secures badges and certificates for the Courts of Honor.
- Reports to Troop committee every meeting
- **Training:** Committee Specifics & Youth Protection

### **Chaplain**

- Provides spiritual tone for Troop meetings and activities
- Gives guidance to Scout chaplain aide
- Promotes regular participation of each member in the religious organization of his choice.
- Visits homes of Scouts in time of sickness or need
- Give spiritual counseling when needed or requested
- Encourage Scouts to earn appropriate religious emblems
- Report to Troop committee at every meeting
- **Training:** Committee Specifics & Youth Protection

### **Popcorn Chairperson**

- Manages the popcorn fundraiser for Scouts
- Communicates and collects the various Scout orders.
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report on the Money collected for Scout Accounts
- **Training:** Attend council Popcorn orientation meeting & Youth Protection

### **Clothing Chairperson**

- Manages the new clothing orders
- Communicates and collects orders
- Distributes clothing twice annually for Troop clothing.
- **Training:** Committee Specifics & Youth Protection

### **Training Coordinator**

- Ensure Troop leaders and committee members have opportunities for training
- Maintains inventory of up-to-date training resources
- Responsible for BSA Youth Protection training within the Troop
- Encourage periodic youth leader training within the Troop and at the council and national levels
- Report to Troop committee at each meeting
- Assist in orientation of new parents
- Be watchful that the Troop is taking all steps to ensure the boys' safety
- **Training:** Committee Specifics & Youth Protection

### **Adult Quartermaster**

- Supervise and help the Troop procure camping equipment and expendable supplies
- Work with the Scout quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all Troop camping gear, and encourage Troops in the safe use of all outdoor equipment
- Report to the Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Recruitment Coordinator**

- Plan and coordinate Troop open house and Webelos events to invite new members into Troop
- Work closely with the Cubmaster and Webelos den leaders of neighboring Cub Scout Packs to provide a smooth transition from pack to Troop. Assist in developing and recruiting Den chiefs, and assist in crossover ceremony from Webelos to BSA Scouting
- Develop a plan for year-round membership flow into the Troop
- Encourage Scouts to invite their friends to join the Troop
- Keep track of Scouts who drop out of the Troop, and develop a plan to encourage them to rejoin
- Works with Committee Chairperson to track and submit new members for rechartering
- **Training:** Committee Specifics & Youth Protection

### **Medical Records Custodian**

- Coordinate annual collection of Troop medical forms of Scouts and adult leaders
- Ensure any Troop activity including high adventure and summer camp have current and proper medical forms well in advance of the beginning of the activity.
- Maintain medical form notebooks and makes at least one available to the Scoutmaster or designated health/safety officer for all Troop activities.
- Collect information about the location of hospitals/medical treatment centers and phone numbers in case of emergency for each campout.
- **Training:** Committee Specifics & Youth Protection

### **High Adventure Chairperson**

- Helps coordinate with the eligible Scouts in selecting a high adventure trip
- Serves as a support coordinator for the Scouts attending the trip
- Promotes attendance at high adventure trips
- Secure tour permits, travel arrangements and collects trip money if necessary
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Ceremony Chairperson**

- Maintain the record of Eagle Court of Honor ceremonies and scripts.
- Arrange for the Troop's Eagle Display to be updated
- Assist the families of Eagle candidates about how to print invitations, programs, make ceremony choices, reserve location for the ceremony, solicit letters of congratulation from dignitaries, and obtain the MacTavish Eagle Court of Honor props from the Council.
- Maintain the chronological database of all the Troop's Eagle Scouts for use in printing Court of Honor programs.
- **Training:** Committee Specifics & Youth Protection

### **Wreath Fundraiser Chairperson**

- Manages the wreath fundraiser for Scouts
- Communicates and collects Scout orders
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report money collected for Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Friends of Scouting Chairperson**

- Assists the Council in their fundraising efforts
- **Training:** Committee Specifics & Youth Protection

### **Adult Historian**

- Assists the Scout Historian in planning an annual homecoming event for Troop alumni
- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Assists in annual presentation to charter organization on Troop activities
- **Training:** Committee Specifics & Youth Protection

### **Hospitality Chairperson**

- Assists Scouts in arranging refreshments and snacks at the quarterly Court of Honor
- Assist Scouts with arrangements for special events and decorations as necessary
- **Training:** Committee Specifics & Youth Protection

### **Assistant Hospitality Chairperson**

- Assists the Hospitality Chairperson
- Completes the role of the Hospitality Chairperson if they are unavailable
- **Training:** Committee Specifics & Youth Protection

# Parent Support

## Parent's Responsibility to the Troop

You are not required to attend the weekly Troop meetings or camp with the Troop. However, parents are welcome to attend all meetings and outings where accommodations allow. At all Troop functions, all attending adults and Scouts are under the direction of the Scoutmaster and Assistant Scoutmasters. **All Youth Protection requirements must be met.**

The entire family is encouraged to attend the quarterly **Court of Honor**. This is where the Scouts receive the awards that they have earned and are recognized for their rank advancement by the Troop Committee. A **"Parent's Ribbon"** is given to one parent upon the Scout's entrance into the Troop which a parent can wear with pride to these Troop events.

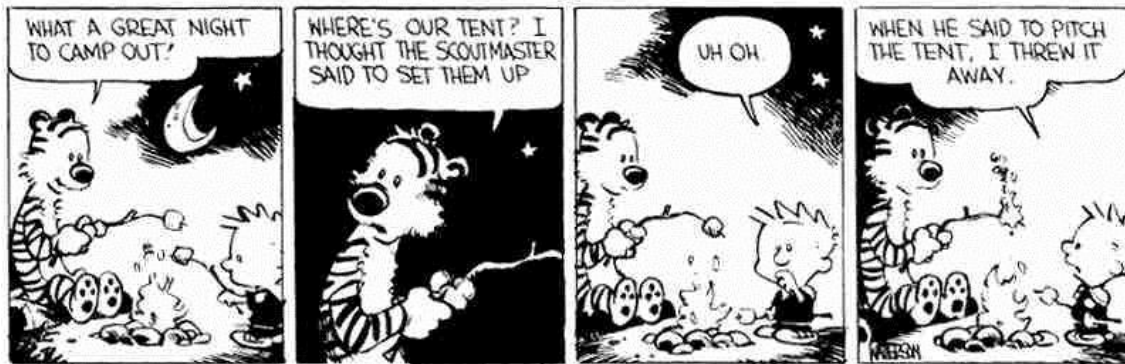
**We also encourage you to attend all Eagle Courts.** An Eagle Court of Honor is a special event planned by the Eagle recipient and his family. Scouting's highest award is presented in a variety of different venues, depending on the Scout's wishes. Your family should confirm your attendance or your inability to attend the special invitation that is sent, as most events are costly to carry out. We also encourage all Scouts to participate in Eagle Service Projects. All Scouts who reach the rank of Eagle deserve our support for their project and special ceremony, just as you would want others to support that of your own.

Our success as a Troop depends heavily on your support. In addition to attending these events, the Troop needs parent involvement. Your participation as a driver, merit badge counselor, committee member, or assistant Scoutmaster helps to ensure that our program remains diversified and strong.



# Parent's Responsibility to their Scout

Scouts participate in the Troop and its activities because they have fun and enjoy themselves. **Don't force them. Encourage them to participate. Encourage them to advance.** If there is a problem with your Scout or with us, talk to us about it. Every Scout has the potential to become an Eagle Scout. Scouting can help your child gain entrance to college, scholarship opportunities, and possible advancement in the military or their future profession. Your assistance, concern, encouragement, and support will help them to do their best.



# Financial Information/Registration

The Troop annual registration fee includes National Dues, Boy's Life Magazine, insurance, awards, Troop equipment and operating expenses. The cost is typically \$210.00 per Scout per year (averages \$17.50 per month) & Adult registration is \$57 (at least one adult per family is required to register). **Dues for new Scouts are collected at registration period for the upcoming year.**

There is typically an additional fee if participating in the following:

- \* campouts (see Campouts section)
- \* summer camp (see Summer Camp section)
- \* High Adventures (see High Adventures section).

Checks are preferred for traceability purposes, and all checks should be **written to "Troop 335."**

In addition, "Invest in Character" is a council-run fundraising program held annually, during the first quarter, for families who wish to contribute to the cost of operating our local council, scholarships and the summer camps that it owns and operates. Although the program is voluntary, the Troop depends on these camps and training provided by our council.



# Scout Accounts

Any money earned by a Troop fundraiser will be credited to the individual's Scout Account. Examples of fundraisers may include: annual wreath sales, popcorn sales, etc.

The Treasurer and Finance Chairperson will manage individual Scout Accounts for each individual Scout and will report each Scout Account balance annually or upon the request of the Scout.

The intent of the Scout Account is to allow Scouts to collect money through Troop fundraiser opportunities and then spend the money (without going over) on their Scouting activities. **The Scout Account funds may be used to pay or subsidize Scouting activities, such as:**

- **BSA Scout High-adventures fees**
- **BSA Scout Summer Camp fees**
- **Campout or Troop event fees**
- **Troop 335 recharter dues**
- **Troop 335 Eagle Project expenses**

We recognize that certain Scouting activities may be costly, such as high-adventure trips or summer camp. The Scout Account also allows the Scout to gather funds over a number of years or simply a short-term account to pay dues, campout fees or other activities.

- The Scout is not required to hold any money in their Scout account.
- Once the Scout has reached their 18<sup>th</sup> birthday or he chooses to not recharter with a Scout Troop, an individual's Scout Account will be closed.

**We highly encourage the Scouts to use/spend their Scout Account money to fund and subsidize all of their eligible Scouting activities.** Scout Accounts contain money raised during Scout fundraisers, so the generous people that donated to the Scout fundraiser expect the money to be used for Scouting purposes (and not to be used on personal items or non-Scouting related expenses). Scout Accounts are also not intended to be a personal savings or a savings account for individual Scouts. If any questions arise regarding the Scout Accounts, the Treasurer, Finance Chair, and Committee Chairperson will have sole discretion regarding the clarity of the Scout Account rules listed above.

# Our Pledge to You

Every Scout has the right to expect guidance, support, enthusiasm, and a good example set by both the adult and youth leadership as they progress through Scouting. Troop 335 has a solid history of building good citizens and young adults. Most of the youth who enter Troop 335 and remain involved, work on rank advancement and attend events, do reach the rank of Eagle Scout. It is not necessary for a Scout to attain Eagle to stay in the program and have fun. Our main goal is to make sure each Scout learns self-reliance, safety, survival skill, strong leadership qualities, respect for others, and a sense of duty to God, Country, and Self. We do this through a simple set of rules for members of Troop 335.

1. **Arrive and depart on time.**
2. **Respect others at all times.**
3. **Treat every other Scout as you would like to be treated.**
4. **Wear the uniform with pride.**
5. **Respect the premises you are on – no littering, running, or loud behavior.**
6. **If you have a problem, see a Scoutmaster.**
7. **Do your best to achieve rank, earn merit badges, and serve in positions of Leadership.**
8. **Follow the Scout Oath & Scout Law!**

***WELCOME TO SCOUT TROOP 335***

***WE ARE PROUD YOU HAVE CHOSEN OUR SCOUTING FAMILY!***



# Troop Guide

**Troop 335 Parent & Scout Information Packet**  
**(Revised April 7, 2023)**

**Unit: Scout Troop 335 (founded 1978)**

**District: Trailblazer**

**Council: “Pathway to Adventure Council”**

**Boy Scouts of America (founded 1910)**

## **Dear New Scout and Parents,**

This information packet is intended to familiarize you and your Scout with how Troop 335 operates, opportunities to support the Troop, your responsibilities to the Troop, and your responsibilities to your Scout. Please take the time to read all the information in this packet with your Scout. We will be glad to answer any questions in further detail.

**Note: For the most current version of the document, access to forms and the current calendar, please refer to our Troop website: [www.t335.org](http://www.t335.org)**

*(Note: For access any forms that contain Scout full names, contact our Scout webmaster for access to the secure portion of the website.)*



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# About Troop 335

**Scout Troop 335 is chartered by All Saints Lutheran Church, 630 South Quentin Road, Palatine, Illinois, United States of America** for the purpose of helping to develop the youth of the community through the BSA Scout Program. Membership in the Troop is not dependent upon membership in the church. Troop 335 is dedicated to providing service to the entire community and all families are welcome, regardless of faith. There are several service opportunities throughout the year for the Troop to “give back” to the church.

**Our Troop serves Scouts from: Barrington, Hoffman Estates, Inverness, Palatine, Rolling Meadows, Lake Zurich, Schaumburg, and other surrounding communities.**

Since its formation in 1978, the Troop has received many awards and honors on behalf of its Scouts, and has seen many of its Scouts attain the highest award in Scouting, the rank of Eagle Scout. Rank advancement and development of Scout skills in an atmosphere of fun is emphasized.

Our Troop has earned the Quality Unit Award, based on leadership, training of leaders, and Scout advancement, consistently over the past years.





# What is a “Scout-Led Troop”?

**We provide the Scouts with the opportunity to make decisions, make mistakes (and learn from them), and make connections. It's great to see a young person take on a job and complete it; it's even better to see him learn from it and do it better the next time.**

As written online by another Scoutmaster: *"The hardest thing for the adults to do is to allow the Scouts to fail. A few weeks ago (while the SPL and Scoutmaster were on a high adventure outing with five other older Scouts) the Troop planned a meeting at the local park. Well, communication was not what was needed. When I (Scoutmaster) asked the SPL about the Troop meeting one day in advance, "Hey, is everything in order?", he said yes. I asked him if everyone knew about the proper meeting location, he again said yes. I asked him how they received this information. The SPL said by email. I asked him how come I didn't know and had not yet received an email. I got shoulder shrugs. I asked if he got an email. His response was he didn't check. He finally said in an exasperated tone, "Dad, everyone knows where to meet. Don't worry about it. Well the next evening about 10% of the boys show up at the park. I advised sending a "runner" to our regular spot (about two miles away) and finally, about 45 minutes later the SPL starts the meeting. I got lots of 'feedback' from adults telling me I screwed up, should have notified everyone, yadda, yadda, yadda. I have developed thick skin and just shrugged my shoulders and said they should talk to the SPL. A few weeks later, communication was done on a much better level when we had a location change. I did my job - they boys learned something and nobody got hurt!"*



## Scout-Led Troop

Task	Scouts	Adult Leadership
Determine, plan, budget and execute on monthly activities	Yes ("Event SPL" with Patrol Leaders)	No
Assign "Event SPL"	Yes, through volunteering	Yes, Scoutmaster only if no volunteers
Sign any legal documents and pay fees to camps	No	Yes
Reserve Church & Reserve Event Location	Yes, if it does not require payment. No, if it requires payment or is the Church	Yes, only if requires payment and request or Church location requested
Communication (website, phone, email & text) about allactivities	Yes	Only parent related communication
Arrange Transportation of boys to and from activities	No, but Scouts need to be sure it is part of the plan	Yes
Arrange Trailer to be driven to and from event	No, but Scouts need to be sure the trailer is packed properly	Yes
Plan & Manage safety	Yes	Yes
Senior Patrol Leader (SPL) & PLC lead all meetings. (From pre-opening/ gathering activities, uniform inspections to presentations to games)	Yes	No, except for Scoutmaster Minute
Plan and Execute all Service Projects.	Yes	No
Hold regular Patrol Leader Councils (PLCs) (1st Monday of every month or other agreed time)	Yes	No
Committee Meetings (3rd Tuesday of every month) & District Roundtable (2nd Wednesday of every month)	No	Yes
Sign-off on "Scout" through "First Class" rank requirements	Yes (Star, Life & Eagle rank)	No
Scoutmaster Conference Board of Review	SMC - Yes, but needs to request itfrom Scoutmaster BOR – Notify Adult Advancement Chair	Yes, only if requested
Provide instruction & training	Yes (SPL, PLC & Patrol Leaders)	No, unless asked
Coach & Mentoring	Yes, to each other	Yes, via the SPL & Event SPL

## Differences between Cub Scouts and Scouts

<b>Topic</b>	<b>Cub Scouts</b>	<b>Scouts</b>
<b>Meetings</b>	Two monthly Den meetings and one monthly Pack meeting	Weekly Troop meetings, one monthly campout/outing
<b>Meetings Planned By</b>	Adult leaders (Den Leader, Cubmaster, and Parents)	Patrol Leader's Council (Senior Patrol Leader, Asst. Senior Patrol Leaders, Patrol Leaders, etc...)
<b>Meetings Conducted By</b>	Cubmaster (Pack meetings) Den Leader (Den meetings)	Senior Patrol Leader (Scout)
<b>Organization</b>	Scouts broken up into Dens based on grade	New Scouts are integrated into patrols.
<b>Scouts Led By</b>	Den Leader (adult)	Patrol Leader (Scout)
<b>Campouts/Outings</b>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by adults.</li> <li>• Adult partner required with each Cub Scout.</li> <li>• Meals planned and prepared by adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by Patrol Leader's Council (Scouts) with logistic assistance by Outdoor Activity Coordinator (adult).</li> <li>• At least two adults required for each outing.</li> <li>• Meals planned and prepared (including purchasing food) by each Patrol.</li> </ul>
<b>Ranks</b>	<p>Den Leaders assist Cub Scouts with their grade's five different ranks:</p> <ul style="list-style-type: none"> <li>• Tiger</li> <li>• Wolf</li> <li>• Bear</li> <li>• Webelos</li> <li>• Webelos 2</li> </ul>	<p>Unlike Cub Scouts, the Scouts are responsible for working on their own advancements. Scouts must confer with one of the Troop leaders to be tested for requirements achievement, and have requirements signed off in their BSA Scout Handbooks. The BSA Scout Advancement program has six different ranks:</p> <ul style="list-style-type: none"> <li>• Tenderfoot</li> <li>• Second Class</li> <li>• First Class</li> <li>• Star</li> <li>• Life</li> <li>• Eagle</li> </ul>
<b>Cubmaster/Scoutmaster Role</b>	In Cub Scouts, the Cubmaster is the "Master of Ceremonies" and is the focal point for Pack meetings.	<p>In Scouts, the Scoutmaster is an "advisor" or "coach" who works with the junior leaders to help them plan and lead the program.</p> <p><i>Note: This is an important distinction to understand, since the Scout-led Troop meeting sometimes looks unplanned and/or chaotic, but is really the result of the Scouts trying some new things, learning and making mistakes.</i></p>

# Troop Program

The aims of the Boy Scouts of America program are Character Development, Citizenship Training, Service Opportunity, and Personal Fitness. These aims are achieved through the use of eight methods: The Ideals of Scouting, Advancement, Uniform, Outdoor Program, Leadership Development, Adult Association, and Personal Growth.

As it is in all Troops, Scouts lead the program. The Scoutmaster and a group of Assistant Scoutmasters guide and supervise them. The **Scout Patrol Leaders** (the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guides, and Patrol Leaders) provide the Scout leadership. The Senior Patrol Leader is elected by the youth membership twice yearly. **An annual planning meeting is held, usually in August**, where the upcoming events and activities for the program year are planned by the Scouts and reviewed with the adult leadership. **The Patrol Leaders meet the first Monday of each month (or another agreed date/time)** to plan and review the upcoming month's activities during a Patrol Leader Council (PLC) Meeting. The rest of the Troop members do not usually attend, but may come to observe, if desired. Members of the Patrol Leadership must commit to attending meetings, provide leadership at all events, and ensure that all members are treated with respect and fairness.

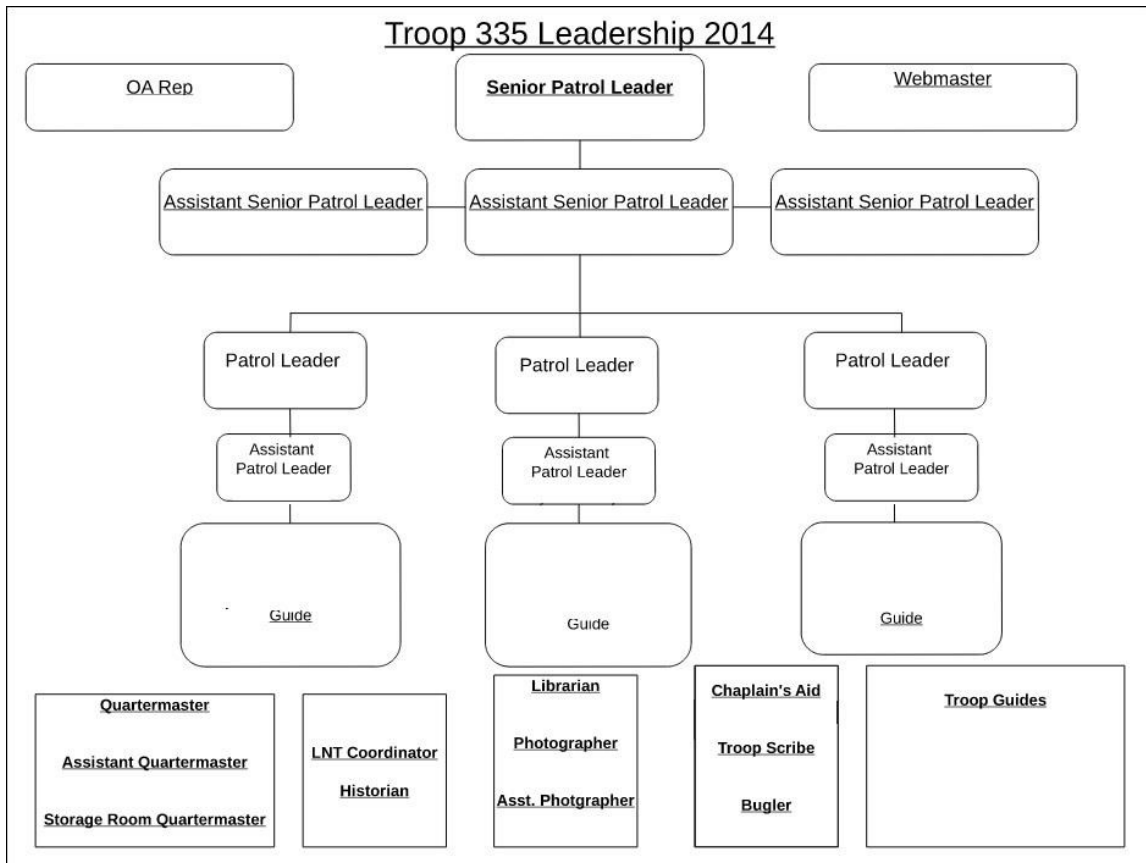
The Scouts are organized into **patrols**, each with its own Patrol Leader, Assistant, and assigned positions. A patrol functions together during meetings and campouts. Members of each patrol plan menus, buy their food, cook, and cleanup, work and have fun together. **It is the responsibility of the Patrol Leader to communicate to the patrol members each week to inform them of upcoming activities, change of meeting location or type of uniform for the following week, etc. If the Scout has not received this information by Sunday afternoon, it is then his responsibility to contact the Patrol Leader for this information.**

# Scout Leadership Roles

This section is excerpted from "Troop Leader Training" published by BSA

Troop 335 is actually led by its youth leaders. With the guidance of the Scoutmaster and assistants, the Scouts plan the program, conduct Troop meetings, and provide leadership among their peers.

Troop 335 holds elections about every six months for the Senior Patrol Leader. The SPL then appoints other Leadership positions based on interest of the Scouts and the approval of the Scoutmaster.



## **Introduction to Leadership Skills for Troops**

This training will provide an introduction to leadership skills for youth in Scout troops. The training course is delivered to the youth of the troop by older and more experienced youth as soon as a young person has been selected by his or her peers for a leadership position. Youth are introduced to the skills of leadership and the tools they will use to implement their vision of adventure and leadership in their role as a youth leader in their troop. The syllabus is available from the BSA through the youth training link on the BSA's Training web page:

<http://scouting.org/Training/Youth.aspx>

### ***Who is eligible?***

- All Scouts. A member of Troop 335 will provide this training annually during a selected Troop meeting.

## **Scout Leadership Role Descriptions**

### **Senior Patrol Leader (SPL)**

- Presides at all Troop meetings, events, activities and annual program planning conference
- Chairs the patrol leaders' council
- Appoints Scout leaders with the advice and consent of the Scoutmaster
- Assigns duties and responsibilities to other youth leaders
- Works with the Scoutmaster in training youth leaders
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Must be First Class Rank or above
- Shows and helps develop Scout spirit

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

- Is responsible for training and giving correct leadership to the following appointed youth leaders: historian, Order of the Arrow Troop representative, scribe, librarian, instructor, quartermaster, and chaplain aide
- Helps lead meetings and activities as called upon by the Senior Patrol Leader
- Guides the Troop in the Senior Patrol Leader's absence
- Performs tasks assigned by the Senior Patrol Leader
- Functions as a member of the Patrol Leaders' Council
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Patrol Leader**

- Plans and leads patrol meetings and activities
- Keeps patrol members informed
- Assigns each patrol member a task and helps them succeed
- Represents the patrol at all Patrol Leaders' Council (PLC) meetings and the annual program planning conference
- Prepares the patrol to take part in all Troop activities
- Shows and helps develop patrol spirit
- Works with other Troop leaders to make the Troop perform well
- Knows what patrol members and other leaders can do
- Sets a good example
- Wears the Scout uniform correctly
- Instructs Scouting Skills are needed within the Troop or patrols
- Prepare well in advance for each teaching assignment
- Lives by the Scout Oath and Law

**Assistant Patrol Leader**

- Helps the Patrol Leader plan and lead patrol meetings and activities
- Helps the Patrol Leader keep patrol members informed
- Helps the Patrol Leader prepare the Troop to take part in all Troop activities
- Leads the patrol in the Patrol Leader's absence
- Shows and helps develop patrol spirit
- Represents the patrol at all Patrol Leader Council meetings in the patrol leader's absence
- Works with other Troop leaders to make the Troop perform well
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law

**Den Chief**

- Serves as the activities assistant at Cub Scout den meetings
- Meets regularly with the Den leader to review the den and pack meeting plans
- If serving as a Webelos Den Chief, helps prepare Cub Scouts to join BSA Scouting
- Projects a positive image of Scouting
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Troop Guide**

- Introduces new Scouts to Troop operations
- Guides new Scouts through early Scouting activities
- Helps new Scouts earn the First Class Rank in their first year
- Coaches the Patrol Leaders
- Attends Patrol Leaders' Council meetings
- Coaches individual Scouts on Scouting challenges
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- Teaches basic Scout skills

**Quartermaster**

- Keeps records of patrol and Troop equipment
- Keeps equipment in good repair
- Keeps equipment storage areas neat and clean
- Issues equipment and sees that it is returned in good order
- Suggests new or replacement items
- Works with the Adult Quartermaster
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit



**Chaplain Aide**

- Keeps Troop leaders apprised of religious holidays when planning activities
- Assists the Troop chaplain or religious coordinator in meeting the religious needs of Troop members while on activities
- Encourages saying grace at meals while camping or on activities
- Leads worship services on campouts
- Tells Troop members about the religious emblems program for their faith
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Scribe**

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records Troop announcements at weekly meetings and communicates them to the Troop.
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Librarian**

- Establishes and maintains a Troop library
- Keeps records on literature owned by the Troop
- Adds new or replacement items as needed
- Has literature available for borrowing at Troop meetings
- Maintains a system to check literature in and out
- Follows up on late returns
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Photographer**

- Takes pictures at all meetings, ceremonies and activities
- Posts appropriate pictures on Troop website
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Historian**

- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Takes care of Troop trophies and keepsakes
- Plans annual homecoming event for Troop alumni
- Makes annual presentation to charter organization on Troop activities
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Leave No Trace Trainer**

- Teaches Leave No Trace principles to Troop
- Ensures Troop follows these principles on outings
- Has thorough understanding of and commitment to Leave No Trace
- Can help Scouts earn Leave No Trace award.
- Functions as a member of PLC
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- As one of the requirements to hold this position, the **Scout must complete the Leave No Trace Trainer Instructor course**. This is the only youth position that REQUIRES a training course.

### **Order of the Arrow Troop Representative**

- Serve as a communication link between the Order of the Arrow lodge or chapter and the Troop
- Encourage year-round and resident camping in the Troop
- Encourage older Scout participation in high-adventure programs
- Encourage Scouts to actively participate in community service projects
- Assist with leadership skills training in the Troop
- Encourage Arrowmen to assume leadership positions in the Troop
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

# Uniform Policy

The Troop's uniform policy consists of Class A, B, or C

**Class A** - consists of:

- official Scout shirt,
- jeans or official Scout pants/shorts
- Troop neckerchief with slide
- Scout belt
- Merit badge sash, if applicable.

This is worn to all weekly Troop meetings, Court of Honors, Scoutmaster Conferences, Board of Reviews, all District and Council events, and whenever representing Scouting to the public. New Scouts will receive a Troop neckerchief upon joining the Troop. The Scout should also consider the Scout Handbook, paper and pen or pencil part of the uniform.

**Class B** - uniform consists of a Scout or Troop shirt and appropriate pants/shorts. This is to be worn for outings and other events designated by the Senior Patrol Leader (SPL) or Scoutmaster. Troop tee shirts are available through the committee at a nominal cost.

**Class C** - is civilian clothes. This is to be worn when the Scouts are to participate in an activity that could damage the uniform. To be specified by the Senior Patrol Leader (SPL) or Scoutmaster.

Uniform inspections will occur at the request of Senior Patrol Leader (SPL) or Scoutmaster.



# Advancement



**Scout | Tenderfoot | Second Class | First Class | Star | Life | Eagle**

Within the first few meetings the new Scout attends, the Scout should be able to earn the rank of "Scout". Each Scout has a very individual pace of advancement through the next ranks of Scouting. Much of the work on the ranks of Tenderfoot, Second Class, and First Class is done within the patrol and on campouts. Along with active participation in all Troop activities, time and support from home is also needed for the Scout to advance in ranks.

After achieving First Class, a Scout must serve in positions of leadership within the Troop and earn merit badges to attain the ranks of Star and Life. A Scout needs to earn a total of 21 merit badges (including the fourteen required badges), have a record of leadership, Troop participation, and complete a major service project for the community before he can earn the rank of Eagle Scout.

**ALL Scouts are individually responsible for pursuing their rank advancement and completing the requirements.** Scoutmasters and Patrol Leaders will encourage the Scout, but will not remind them to do so. It is great for new Scouts to work on 1-2 requirements per week and get into the habit of having their books signed at each meeting. This is the best way to advance through the first few ranks.

**Step 1:** As each requirement for Tenderfoot, Second Class and First Class is completed, the Scout will have a fellow Scout of Star rank or higher, sign it off in his Scout Handbook. Only the Scoutmaster or an Assistant Scoutmaster can sign off the ranks of Star and Life. When all requirements for rank have been signed-off, the Scout may request a Scoutmaster's Conference from our Advancement Coordinator.

**Step 2:** The **Scoutmaster's Conference** is an opportunity for the Scout to discuss their progress, their goals, any problems they are having, and to demonstrate that they have completed all of the requirements for the rank. Conferences must be completed before the evening of Board of Review. They must appear in full uniform with their signed handbook.

**Step 3:** If they have successfully completed the Scoutmaster Conference, the Scout will be eligible for a **Board of Review**. The Board verifies that the Scout has completed all of the requirements for the rank and that they have retained what they have learned. **He must appear in full uniform with his signed handbook.**

**Step 4:** Upon passing their Board of Review, the Scout has advanced to that rank. The Scout and their parents are recognized for the achievement at the next quarterly Court of Honor and receive their new rank patch.



# Merit Badges

Your Scout may **start working on merit badges at any time** and will probably earn a few if he attends summer camp during his first year. There are numerous merit badges available for the Scout to earn.

To earn Eagle rank, the Scout would earn a **minimum of 21 merit badges** (most Scouts earn more than 21), including the following:

1. First Aid
2. Citizenship in the Community
3. Citizenship in the Nation
4. Citizenship in Society
5. Citizenship in the World
6. Communication
7. Personal Fitness
8. Emergency Preparedness OR Lifesaving
9. Environmental Science OR Sustainability
10. Personal Management
11. Swimming OR Hiking OR Cycling
12. Camping
13. Cooking
14. Family Life

## List of Merit Badges

- American Business
- American Cultures
- American Heritage
- American Labor
- Animal Science
- Animation
- Archaeology
- Archery
- Architecture
- Art
- Astronomy
- Athletics
- Automotive Maintenance
- Aviation
- Backpacking
- Basketry
- Bird Study
- Bugling
- **Camping**
- Canoeing
- Chemistry
- Chess
- Cinematography
- **Citizenship in the Community**
- **Citizenship in the Nation**
- **Citizenship in Society**
- **Citizenship in the World**
- Climbing
- Coin Collecting
- Collections
- **Communication**
- Composite Materials
- **Cooking**
- Crime Prevention
- **Cycling**
- Dentistry
- Digital Technology
- Disabilities Awareness
- Dog Care
- Drafting
- Electricity
- Electronics
- **Emergency Preparedness**
- Energy
- Engineering
- Entrepreneurship
- **Environmental Science**
- Exploration
- **Family Life**
- Farm Mechanics
- Fingerprinting
- Fire Safety
- **First Aid**
- Fish and Wildlife Management
- Fishing
- Fly Fishing
- Forestry
- Game Design
- Gardening
- Genealogy
- Geocaching
- Geology
- Golf
- Graphic Arts
- Health Care Professions
- **Hiking**
- Home Repairs
- Horsemanship
- Indian Lore
- Insect Study
- Inventing
- Journalism
- Kayaking
- Landscape Architecture
- Law
- Leatherwork
- **Lifesaving**
- Mammal Study
- Medicine
- e
- Metalwork
- Mining in Society
- Model Design and Building
- Motorboating
- Moviemaking
- Music
- Nature
- Nuclear Science
- Oceanography
- Orienteering
- Painting
- **Personal Fitness**
- **Personal Management**
- Pets
- Photography
- Pioneering
- Plant Science
- Plumbing
- Pottery
- Programming
- Public Health
- Public Speaking
- Pulp and Paper
- Radio
- Railroading
- Reading
- Reptile and Amphibian Study
- Rifle Shooting
- Robotics
- Rowing
- Safety
- Salesmanship
- Scouting Heritage
- Scholarship
- Scuba Diving
- Sculpture
- Search & Rescue
- Shotgun Shooting
- Signs, Signals and Codes
- Skating
- Small-Boat Sailing
- Snow Sports
- Soil and Water Conservation
- Space Exploration
- Sports
- Stamp Collecting
- Surveying
- **Sustainability**
- **Swimming**
- Textile
- Theater
- Traffic Safety
- Truck Transportation
- Veterinary Medicine
- Water Sports
- Weather
- Welding
- Whitewater
- Wilderness Survival
- Wood Carving
- Woodwork

**The Scout needs to request a Blue Card from the Scoutmaster or Assistant Scoutmaster when he is ready to begin working on a merit badge.** A merit badge book specific to that badge may be obtained from the BSA online library, Troop library, local community library or the Scout Shop. The online library is <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/merit-badges/>

Make sure the book is current, as some of the requirements do change over the years. Some merit badge worksheets are also found on the Internet.

It is the Scout's responsibility to contact a merit badge counselor to review what is required of them to complete the requirements. Merit badge counselors are individuals who are professionals, have expertise, or special training in the area of the specific merit badge. They are registered with Scouting and may sign off on the official Blue Cards. **The Buddy System requires that a Scout not be alone when meeting with a counselor.** Completed Blue Cards are given to the Advancement Chairperson and the badges are awarded at the following Court of Honor. Also, research merit badge classes in your area, and begin working on your fourteen Eagle required merit badges early.





# Scoutmaster Conference

## 1. What is a Scoutmaster Conference?

A Scoutmaster meeting (or Scoutmaster Conference) is any discussion between a Scoutmaster and a Scout.

A Scoutmaster Conference is also a requirement for the completion of each rank. During a Scoutmaster Conference where the Scout wishes to discuss rank, we use the discussion as an opportunity to simply check that all other rank requirements are completed prior to a Board of Review. Therefore, the Scoutmaster Conference is typically the last requirement to be signed-off before the Board of Review (the final step for a new rank).

For Scout, Tenderfoot, Second Class and First Class ranks: Requirements are confirmed and signed-off if completed by the Scouts with Star rank, Life rank, or Eagle rank -- except the Scoutmaster Conference, Board of Review and the requirement regarding the Scout Law and Scout Oath, which is confirmed and signed off if completed by the Scoutmasters.

For Star, Life and Eagle ranks: All requirements (except the Board of Review) are confirmed as completed by the Scoutmasters.

## 2. How does a Scout sign-up for a Scoutmaster Conference?

You can meet with Scoutmasters at any time! But once a Scout feels that they have met the rank expectations by completing all of the requirements, the Scout should write their name on the "Scoutmaster Meeting" clip board at the Troop meeting.

To not disrupt Troop meetings, Scoutmaster Conferences regarding rank typically happen outside of the Troop meetings (especially for First Class, Star rank, Life rank and Eagle rank). So, it is helpful if the Scout also provides date/time availability.

Scouts should prepare for your Scoutmaster conference by again reviewing any prior meeting notes and the rank requirements. Scouts should be prepared with examples of how you live the Scout Oath and Scout Law in your daily life. In addition, for Star rank, Life rank, and Eagle rank, Scouts should also be prepared with specific examples and detail of how you completed each requirement.

## 3. What does a Scout bring and wear to a Scoutmaster Conference?

A Scout must:

- > bring the Scout handbook
- > bring a pad of paper (and pencil/pen)
- > wear their full-First Class A uniform (exactly as described in our Troop Guide)

#### **4. What is discussed at a Scoutmaster Conference?**

a) There are at least two Scoutmasters at a Scoutmaster Conference for rank. Our primary rule is that there are no "wrong" answers except a lie. Some Scouts also share private feelings that they wish to keep confidential. Therefore, to maintain trust, Scoutmasters will not share anything outside the conference room that was specifically discussed inside the room.

b) During the first part of the meeting, the Scouts are asked questions and expected to give specific examples of how they have completed the requirements, including:

- \* How well are they enjoying the Scouting experience
- \* Specific examples of how they completed each requirement for the rank (for Star, Life and Eagle ranks)
- \* Does the Scout understand and how do they practice the Scout Law and Scout Oath
- \* What are their future aspirations

c) During the second part of the meeting:

- \* If any requirement was not complete, we discuss the requirement further and the Scout is given a specific list of ways to accomplish the remaining requirement(s)
- \* If the requirements are all completed and signed-off, Scouts are also told what is expected for the next rank

#### **5. If a Scout has incomplete requirements, what needs to be done to complete them?**

Scouts: If you are ever unclear about your progress or the expectations for your next rank, we encourage you to meet with a Scoutmaster (and bring your notebook!)

Parents: During the Scoutmaster Conference, we review the list of rank requirements that were not yet completed your Scout, and most Scouts choose to write notes (which we highly encourage). If you have any questions regarding any specific requirements that are incomplete or what expectations would meet the requirements, we encourage you to discuss them with your Scout.

#### **6. How can PARENTS help their Scout advance?**

For all parents it's difficult to see your Scout struggle, and it's quite easy to jump in and do a task or requirement for them. **DO NOT!** It is important that parents don't make the phone calls, draft the emails, set the goals, write lists, and "do" the requirements for your Scout. If your Scout asks for help, be supportive by helping to review their drafted email, help them brainstorm ideas, praise them for the tasks completed, and ask them about their progress. Again, you can be supportive, but be careful not to overstep into completing their responsibilities or requirements.

Remember, the Scouting program is intended to be a journey of personal growth (it is not intended to be a simple destination). Be supportive of the program and your Scout by continually encouraging them to challenge themselves and to try new situations and tasks. Most parents are surprised at the things that their children can do - if you only allow them try it!

Again, your Scout can meet with Scoutmasters at anytime to review their progress or if they has questions about the rank requirement expectations. If your Scout is ever unclear about their progress or the expectations for their next rank, encourage them to meet with the Scoutmaster(and encourage them to bring a notebook!).

I hope this provides everyone some insight into the Scoutmaster meetings and the rank advancement process. If you ever have any questions, please feel free to schedule some time with the Scoutmaster and they would be happy to discuss any of your questions or concerns.

## Campouts

The Troop plans an activity every month, which is typically a campout. The actual number and types of campouts each year are determined by the Scouts.

Parents are welcome on most campouts, but please observe the following rules:

1. The Scouts camp as patrols. The Patrol Leaders and Event's Senior Patrol Leader are responsible for the activities, under the guidance of the Scoutmaster and Assistants. Please don't interfere in a Scout's activities. **If you see a problem, talk to one of the Scoutmasters.**
2. On some campouts, the Troop will actively seek your help with some activities.
3. **Scouts should always sleep in tents with other Scouts even if their parents are at the campsite.**
4. All adults and visitors should prepare and eat meals and sleep in tents separate from the Scout patrols.

### Remember

The Scouts are the Scoutmaster's responsibility at Troop activities. Please refrain from giving Scouts permission/approvals during Troop events. Instead, direct them to the youth leaders. **The exception to this is safety. If safety of any attending adult or Scout is at risk, both Scouts and adults, regardless of age or rank, are asked to respond at once.**

**Scouts & Adults Costs:** Each campout typically has a small fee associated with it for food, transportation, campsite fees, and activity fees. The typical campout is \$20-\$50 each Scout. Unless otherwise specified, the Troop will pay for trained Adult leader fees to attend each campout, which will subsidize the cost for the adults assisting with the campout.



## Typical Campouts

In addition to the annual Council-sponsored campouts below, the Scouts typically plan other campouts throughout the year, including:

- New Scout Overnight Campout
- Climbing Wall Overnight
- Submarine Overnight
- Patrol Competitions Campout
- Cabin Campout
- Museum Overnight
- Skiing Overnight

Campout Description	Duration	Location
Spring Camporee in March	Friday & Saturday night	Varies*
Annual Summer Camp	Saturday through Saturday (one week)	Owasippe Scout Reservation Twin Lake, MI
Webelos Unplugged in October	Friday & Saturday night	Varies*
Fall Camporee in November	Friday & Saturday night	Varies*
Klondike in January	Friday & Saturday night	Varies*

*\*Location may vary depending on attendance size, but usually held at Camp Sol R Crown or other nearby campsite.*

## Campout Leadership:

Each campout and activity is led by an “Event’s Senior Patrol Leader,” who will be responsible for planning, communicating, assigning positions, developing and collecting the permission slip, and leading the event.

Depending on the number of participants attending the particular campout, special patrols may be assembled:

- Each patrol is assigned a “patrol box”, which essentially contains a portable camp kitchen. All of these patrol items must be kept in proper condition. Dues may be used to repair or purchase any other items the boys require for their patrol activities.
- Each patrol is responsible for creating an approved menu and purchasing the necessary food for the menu.

# Summer Camp

The Troop attends Camp Owaspippe, one of the licensed BSA Scout Summer Camps, for at least one one-week session each summer. Summer camp is a great opportunity for the Scout to earn Merit Badges, bond with their Troop, develop responsibility away from home, and to have a lot of fun in the outdoors. Scouts can participate in many activities such as archery, boating, rifle shooting, swimming, cooking, and much more! Camp is usually held the last week of July/first week of August.

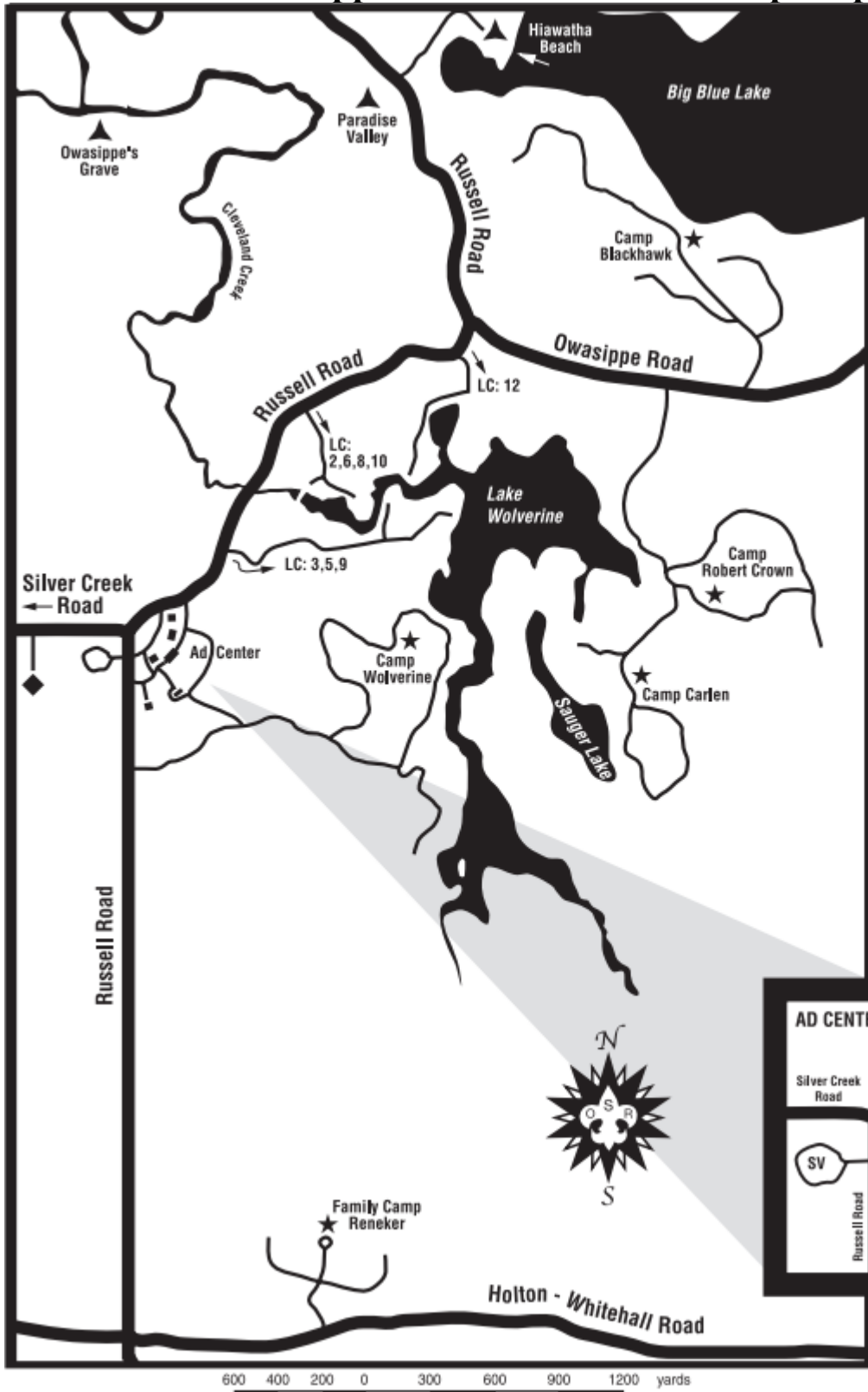
**Scout & Adult Costs:** The cost of summer camp is roughly \$350 for each Scout, which must be paid by the Scouts in full by the deadline in order to participate. The troop will subsidize the amount of two adult camp fees for any trained adults 21 years and older that choose to volunteer at the camp for the entire week of activities. There may be a small fee charged for all adults that attend a smaller portion of the week or who are not properly trained.

## Owasippe Scout Reservation

9900 Russell Road  
Twin Lake, MI 49457

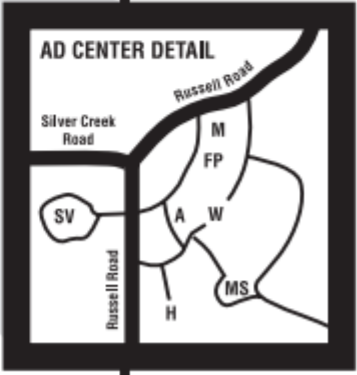


# Owasippe Scout Reservation Camp Map



Scale 1 : 22 159  
1 in. = approx. 615 yds.

- Legend**
- ..... Paved Rd.
  - ..... Camp Rd.
  - ..... Camp Office
  - ..... Landmark
  - ..... Horse Corral
  - ..... Lake
  - SV ..... Staff Village
  - H ..... Health Lodge
  - M ..... Museum
  - FP ..... Food Prep.
  - A ..... Admin. Bldg.
  - W ..... Warehouse
  - MS ..... Maintenance
  - LC ..... Lake Cabin



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# Service Projects

*Our Troop performs a lot of service, and almost all ranks require some amount of service time. We ask Scouts First class and above to plan and execute service projects, which gives them great practice for their Eagle project.*

These projects require parent help and support. You will be hearing about them as they come up, but typically include at least:

- Hospitality for church events, such as the Annual Women’s Dinner
- Support of Eagle Service Projects (variety of projects)
- Avon Walk (set up tents)
- Palatine Memorial Day Parade (participants)

Each year, one Scout and one adult may be chosen to receive the prestigious “**Troop 335 All Saints Lutheran Church Cheerful Service Award**” for the most recorded volunteer Scout service project hours during the single year that was donated to our community.

- No Scout or adult will receive the award more than once.
- Service hours for an Eagle Project do not count for the Scout attempting to achieve the Eagle rank nor for any adult(s) that is the parent/guardian of the Scout attempting to earn the Eagle rank (however, the other adults and Scouts choosing to assist in the Eagle project may receive credit for their service hours)





# Older Scout Programs

## High Adventure Trips

The experienced Scouts (**over 14 years of age**) who have **Star Class or Above** are eligible to attend our Troop's varied High Adventures. High Adventure trips are chosen by the eligible Scouts.

Recent High Adventure trips have included:

- Philmont (a working ranch in New Mexico)
- Boundary Waters (canoeing in the Northern Territory)
- fly-in fishing trips to Canada
- Sea Base in Florida
- Hiking in Alaska and in Glacier National Park in Montana
- National Jamboree (every 4 years) at The Summit with tens of thousands of other Scouters.
- 10-day bicycling trek within Illinois
- *and more!*

Note: Adults may only qualify to attend these high adventure trips if they:

- meet the physical requirements (required height/weight limits and medical exams)
- successfully passed all of the required BSA training courses for the trip
- consistently participated in other outdoor Troop camping trips

These trips challenge Scouts (and adults) physically as well as provide an experience of a lifetime.

**Scouts & Adult Costs:** Each Scout and Adult must pay for the high adventure fees, and must be fully paid by the deadline in order to participate. The cost generally range greatly between \$800 (for extended trips near home) to \$5000 (for trips overseas), but typically are about \$1500 per Scout.



## National Youth Leadership Training

The National Youth Leadership Training (NYLT) conference is a one-week leadership training course delivered by the local council to help youth further develop their capacity as leaders. The leadership skills introduced in ILS are developed in greater detail, and the weeklong training course delivers the skills by modeling a month in the life of a Scouting unit. Youth who function in leadership roles in their troop or crew will benefit from the experiences developed in this course. NYLT serves as a gateway course to the entire suite of the BSA's advanced youth leadership development courses.

### *Who is eligible?*

- All Scouts First Class rank and above

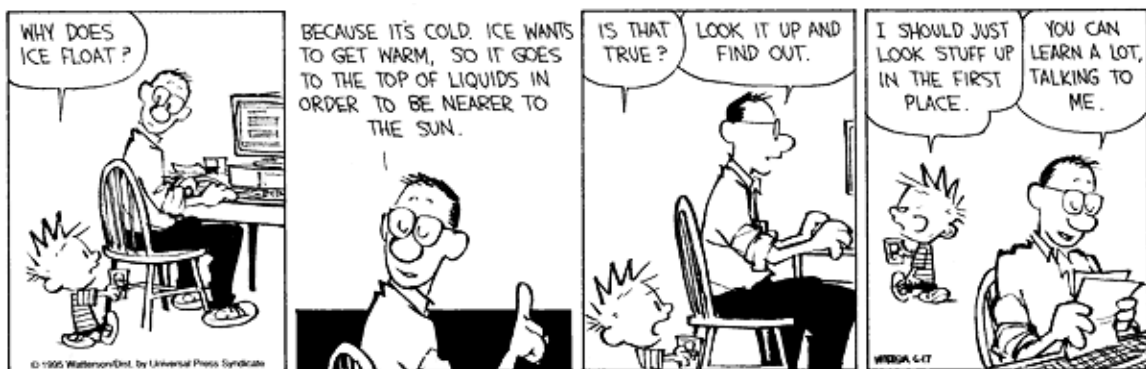
## Science, Technology, Engineering and Mathematics (STEM) & NOVA Awards

STEM is part of an initiative BSA Scouting has taken on to encourage the natural curiosity of youth members and their sense of wonder about these fields through existing programs. From archery to welding, Scouts can't help but enjoy the wide range of STEM-related activities. To support this initiative, BSA Scouting developed the Nova Awards program so that youth members have fun and receive recognition for their efforts.

BSA Scouting developed the Nova Awards program to excite and expand a sense of wonder in our Scouts. By working with an adult counselor or mentor, the various modules allow them to explore the basic principles of STEM and discover how fun and fascinating STEM can be. The Supernova awards are offered for those who enjoy a super challenge. For more information about STEM and the Nova Awards program, visit [www.scouting.org/stem](http://www.scouting.org/stem). Discover how the Nova Awards program helps youth be "Prepared. For Life."

### *Who is eligible?*

- All Scouts, but certain merit badges will need to be completed as part of the program.



## Order of the Arrow (OA)

The Order of the Arrow (OA) is the national honor society of BSA Scouting. It uses American Indian-styled traditions and ceremonies to bestow recognition on Scouts selected by their peers as best exemplifying the ideals of Scouting. Once per year, the Scouts may choose eligible Scouts within their Troop to join the Order of the Arrow.

The society was created in 1915 as a means of reinforcing the Scout Oath and the Scout Law. The goal was to establish these as lifelong guidelines, and to encourage continued participation in Scouting and camping. Inducted members, known as Arrowmen or Brothers, are organized into local youth-led lodges that harbor fellowship, promote camping, and render service to BSA councils and their communities. Members wear identifying insignia on their uniforms, most notably the OA pocket flap (representing their individual lodge) and the OA sash (worn at official OA functions) and are eligible for special OA awards. The OA program sponsors several events, awards, and training functions.

### *Who is eligible?*

- Only eligible Scouts that are nominated as candidates can be elected to be an OA member.
- To be a potential candidate, the Scout must first meet all specified requirements at the time of the annual election:
  - Approval of their Scoutmaster
  - Demonstrate Scout spirit (i.e., Scoutmaster certifies his adherence to the Scout Oath and Law and active participation in unit activities)
  - If below age 21, the Scout must also:
    - Be a registered member of the Boy Scouts of America
    - Hold the First Class rank of BSA Scouting (minimum)
    - After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the BSA Scouting. The balance of the camping must be overnight, weekend, or other short-term camps
    - Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee

# Personal Equipment

The new Scouts will be given the current edition of the Scout Handbook and should bring it to all Troop meetings and camp outs. The basic equipment requirements can be found there as well as advancement requirements and lots of fun things to learn. One of the requirements for the rank of Scout is for the parents to read and sign the first section of the handbook. No electronic games, CD players, or radios are allowed at Troop functions without the Scoutmaster's approval. Cell phone use by Scouts at Troop activities should be kept to emergency use only!



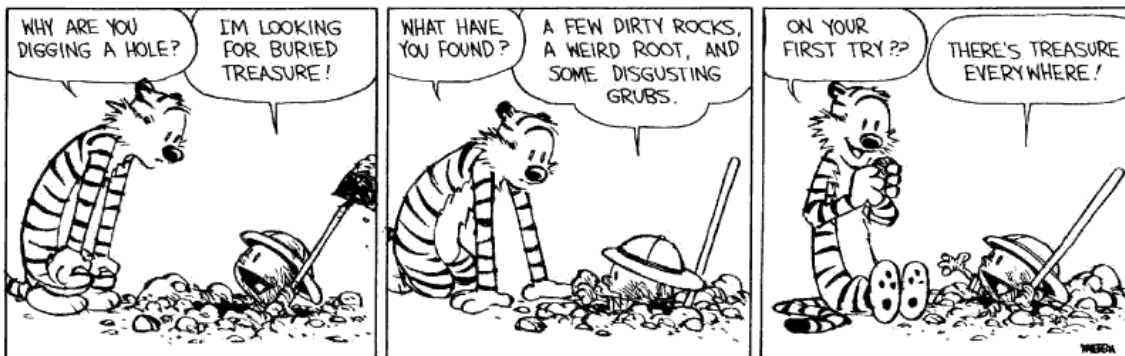
**Note: Tents, Lanterns and Cooking Utensils are available through the Troop for both Scouts and Adults. At the end of the campout, each Scout and Adult will be responsible to take home a tent and/or tarp to fully clean and dry-out the item(s). The item(s) are then to be returned and inspected by a Quartermaster at the following Troop meeting.**

### Personal Camping Packing List:

- **Summer/Spring:** Sun Protection, Insect Repellant, Sunglasses, Baseball Cap
  - **Winter/Fall:** Knit Cap, Gloves, Sweat Shirt, Hand Warmers, Long Underwear, Extra Fleece blanket, Jacket/Parka, snow pants
- 
- A Backpack & Large Bag
  - Portable chair/stool
  - Water Bottle
  - Mess Kit/Silverware
  - Scout Handbook & Notebook & Pencil
  - Wallet
  - Compass & Whistle
  - Camera/Cell Phone/Watch
  - Flashlight/Extra Batteries
  - Pocket Knife (only with Totin' Chip Card)
  - Fire Starter Kit (only with Fireman Chit Card)
  - Personal First Aid Kit
  - Prescription Medication (given to Scoutmaster or Assistant Scoutmaster)
  - Sleeping Bag & Pillow
  - Cot and/or Foam Sleeping Pad
  - Scout Uniform (Class A) & Class B Shirts
  - Long Sleeve Shirts & Extra Clothes
  - Long Pants/Shorts
  - Underwear & Socks
  - Sleeping Clothes
  - Boots/Hiking Shoes
  - Towels/Washcloths
  - Shampoo/Deodorant/Soap
  - Toothbrush and Toothpaste
  - Comb/Brush
  - Rain Gear

### LABEL EVERYTHING!!!

*Your Scout should always pack his/her own gear! This will provide many long-term benefits: he will know where/what gear he has brought to the campout, and he will get faster/better at packing next time!*



# Transportation

**Class A Uniform must be worn when traveling to and from every event. Remember, we represent BSA Scouting and our community as a whole when traveling to, participating in and returning from events.**

The Troop tries to arrange for and coordinate car pools for most events, but it is ultimately your responsibility to ensure that your son gets to outings and meetings. Most are less than an hour away. **On most outings, the Troop leaves from the Hunting Ridge School parking lot or an alternative location as specified on the event permission slip.**

**Hunting Ridge Elementary School**  
1105 W Illinois Ave, Palatine, IL 60067

All drivers of Scouts must be currently licensed, at least 21 years of age, be BSA registered, and meet all youth protection requirements.

When you drive for a Troop outing and carry Scouts, **the driver must have adequate, in-force auto insurance at the time of the trip. Seat belts are to be used at all times for each passenger.** No Scout may ride in the back of a pickup truck for any reason. Drivers are asked to have their cars fueled and ready for the trip before departure. It is recommended that each driver have a hands-free cell phone charged and available for communication, as needed.



# Adult Trip Reimbursement

We appreciate all of the adults that volunteer both their time and vehicles to support the Troop's activities. We want to encourage this adult support and the **Troop may choose to reimburse the adult(s) whose vehicles are needed to transport multiple Scouts (must include non-family members) over 150 miles to a single event or vehicles that transport a full-sized trailer to the various Scout activities.** We encourage all eligible adults to request the reimbursement for their vehicle costs listed below.

## How does an Adult request Trip/Gas Reimbursement?

To request reimbursement, you must mark it on the permission form and inform the trip's youth Senior Patrol Leader (SPL) that is organizing the trip. If eligible, the expense will then be recorded and paid along with other trip expenses after the trip is completed.

Reimbursements should only be requested by eligible adults. By requesting the trip reimbursement, the adult is certifying that they have met the eligibility criteria:

- Over 21 years of age (no one younger is ever permitted to drive a youth Scout during a Scout activity)
- Adult must have current valid driver's license
- Adult and vehicle must be currently insured and have sufficient automobile insurance
- Event must be over 30 miles from the initial meeting point (Hunting Ridge Elementary School)
- Adult must have a current Youth Protection Training (YPT) certification
- Vehicles must be carrying multiple youth Scouts over 150 miles during a single event; or the vehicle must be pulling the full-sized trailer with supplies

## How is Reimbursement Amount Determined?

Miles Per Gallon (mpg):

- 17 mpg for SUV (light duty vehicle) with multiple boys traveling over 150 miles during a single event
- 10 mpg for SUV towing the full-sized trailer

2021 Average Gas Price (AGP):

- \$3.30 per gallon

Distance (D):

- Hunting Ridge to Twin Lake, MI: 235 miles
- Hunting Ridge to Berrien Springs, MI: 130 miles
- Hunting Ridge to Trevor, WI: 35 miles
- Hunting Ridge to USS Silversides, MI: 261 miles
- Hunting Ridge to USS Cobia, WI: 157 miles

Calculation:

- $(D/\text{mpg}) \times (\text{AGP}) = \text{reimbursement amount}$

## What may be the Typical Adult Trip Reimbursement Amounts?

Typical round-trip reimbursement amounts:

Round-trip from Hunting Ridge to Twin Lake, MI: 235 miles

- SUV carrying boys: \$45.62
- SUV pulling full-sized Trailer: \$77.85

Round-trip from Hunting Ridge to Trevor, WI: 36 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$11.55

Round-trip from Hunting Ridge to Berrien Springs, MI: 130 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$42.90

Round-trip from Hunting Ridge to USS Silversides, MI: 261 miles

- SUV carrying boys: \$50.66
- SUV pulling full-sized Trailer: \$86.13

Round-trip from Hunting Ridge to USS Cobia, WI: 157 miles

- SUV carrying boys: \$30.41
- SUV pulling full-sized Trailer: \$51.81

## What if there is a dispute regarding the amount given for a requested trip reimbursement?

- We wish to reimburse adults and legitimate expenses in a fair manner. **However, please note that a trip reimbursement is not required to be provided by the Troop.** If there happens to be a dispute or disagreement regarding a particular trip reimbursement request, the Committee Chairperson, Treasurer and Finance Chairpersons together will have the sole discretion in determining the qualifying amount (if any) and the final eligibility criteria for the trip reimbursement.

**Note: Any trip reimbursement request that is above or close to \$150 must be approved by the entire Committee during a regular monthly Adult Committee Meeting prior to any reimbursement money paid by the Troop.**

## Trailer Towing Vehicles

- Before any vehicle is used for towing a Troop 335 trailer it must be verified for capability and capacity to tow that specific trailer. The Troop Quartermaster can review your vehicle and if he has concerns, will recommend having it evaluated/modified by a local trailer shop (i.e. Master Hitch) or the vehicle dealer.
- To assist getting more adult leader vehicles available to transport Troop trailers the Troop will provide up to \$150 of assistance per vehicle to make trailer ready upgrades on towing vehicles.



# E-mail:

## Scouts:

A "SCOUT" email group is available at: "[troop335@googlegroups.com](mailto:troop335@googlegroups.com)"

This email address is used to distribute a message to the entire group of Scouts within Troop 335. Although it may occasionally be used by Adult Leaders to send out emails, we encourage this to be used by Scouts (not by parents nor parents on behalf of their son). In order to receive or send messages from this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

We highly encourage your son to obtain his own email address. Electronic communication (especially email) has become an essential communication tool at school, in the workplace, and within the Troop. In order to learn and use this form of communication properly, it is essential to practice this skill in a safe and friendly environment, such as Scouting.

A few Scout tips on e-mail etiquette:

- Do not use all capital letters (OR THAT MAY BE CONSIDERED SHOUTING)
- Respond to others in a timely fashion
- Avoid using shortcuts to real words, poor spelling or poor grammar
- Beware of the "reply all." We don't need to reply to the entire Troop email group if only certain people need the message. We should use the official roster when communicating to an individual or smaller group of Scouts.
- If the topic needs discussion or urgent, pick up the phone and try calling first
- If the topic is personal or sensitive in nature, do not use email. Emails may be misinterpreted and topics of any sensitivity should be discussed in person or on the telephone.

## Adults:

A "PARENT ONLY" email group is available at: "[troop335parents@googlegroups.com](mailto:troop335parents@googlegroups.com)"

This email address is used to distribute a message to the entire group of adults within Troop 335. This group will also receive all emails that are sent to the Scout group email address. In order to receive or send messages to this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

Youth Protection Training Reminder: If any adult is communicating via email with a Scout in another household, the adult must copy at least one other adult Scouting member (not within the same adult household) on the email communication. This policy applies to both any original email communications and any responses to a Scout's email. This policy is intended for the safety and protection of both the Scout and the adult member.

# Permission Slips & Health/Medical Forms

Permission slips are sent by the Event's Senior Patrol Leader prior to each outing with information as to the date, necessary timetable, location, costs, and necessary equipment. The tear off portion of the slip (along with any money) must be returned to the Troop with your signature in order for your son to attend the outing.

Health / Medical forms A and B must be filled out when you join the Troop and at renewal of registration each year. A Medical Exam (form C) is required for events over 72 hours, such as summer camp. These exam forms are valid for 12 months. They are the Troop's authorization for treatment in case of emergency and medical alert for allergies, etc. They also provide the Troop with the Scout's health insurance information, so that we can get the Scout the care necessary, if and when it may be required.



# Youth Protection (for Adults)

To ensure that Scout activities are conducted in a safe and prudent manner, guidelines from the BSA *Guide to Safe Scouting for Unit Activities* are closely followed.

**Youth Protection training is an online training course that is required for all BSA Scouting registered volunteers and must be taken every year.** If you are not yet a registered BSA member, you may still take the course and link your member ID after you receiving it. Upon completion, you may also print a certificate of completion and give to the Troop leader for processing at our local council.

A variety of other adult leadership training opportunities are available both online and through our local council. **Monthly Pathway to Adventure Roundtable Meetings and Order of the Arrow (OA) Chapter meetings are held on the first Wednesday of each month.** Adult Leaders typically attend Roundtable meetings, but all adults are welcome to attend (Note: the applicable material from this meeting is usually shared with other adults within the Troop at the Monthly Troop 335 adult Committee Meeting)

# Troop Committee

The adult Troop Committee oversees the entire program and ensures that the resources, leadership, and necessary support for the Scouting program are available, it approves a yearly budget, approves all Eagle Scout Service Projects, revises the Troop By-Laws as needed, selects Scoutmasters and Assistant Scoutmasters as needed, and approves the Scout's program. The Committee is made up of BSA-registered adults. All parents are encouraged to attend the monthly meetings, and to become involved in the Troop. **The Committee meetings are held on the third Tuesday of each month.**



See “Adult Leadership Roles” for specific committee positions.

# Adult Leadership Roles

All adults that are actively volunteering and participating in Adult Leadership roles are encouraged to purchase and wear the Scout uniform. Please see the Recruitment Coordinator to obtain a Troop 335 neckerchief and Troop numbers.

## Descriptions of Adult Leadership Roles

Tenure in each position is generally a one year commitment.

### Charter Organization Rep

The chartered organization representative is the direct contact between the Troop and the chartered organization (All Saints Lutheran Church). This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the local council.

- Help select the right leadership for the unit.
- Serve as a liaison between the units and the organization.
- Promote the recruiting of new members and units.
- Help with the charter renewal.
- Suggest Good Turns to benefit the organization.
- Cultivate organization leaders, and encourage necessary training of existing and new leaders.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Cultivate resources to support the organization.
- Represent the organization at the council level.
- **Training:** Youth Protection

## **Scoutmaster**

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts.

- Trains and guides youth leaders
- Works with other responsible adults to bring Scouting to youth
- Meets regularly with Patrol Leaders' Council (PLC) for training and coordination in planning Troop activities
- Attends all Troop meetings or when necessary arranges for a qualified Troop substitute
- Participates in Troop committee meetings
- Conducts periodic parent sessions to share program and encourage parent participation and cooperation
- Takes part in annual membership inventory, uniform inspection, charter review meeting and charter presentation.
- Conducts Scoutmaster conferences for rank advancements
- Makes it possible so that each Scout can experience at least 10 days and nights of camping each year
- Participates in council and district events
- Build a strong Scout program using methods in Scouting
- Conduct all activities under qualified leadership, safe conditions and policies of the charter organization and the BSA Scouting.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Assistant Scoutmasters**

- The assistant Scoutmasters help operate the Troop. They can be assigned to specific program duties, such as a patrol, advancement or merit badges, and they report to the Scoutmaster. They also provide required two-deep leadership standards.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Troop Committee**

*The Troop Committee is the Troop's board of directors and supports the Troop program. Tenure for each position on the Troop committee is for one year, The following Troop Committee duties are excerpted from the Troop Committee Guidebook, BSA:*

- *Ensures quality adult leadership is recruited and trained*
- *Advises Scoutmaster on BSA and charter organization policies*
- *Supports leaders in carrying out program*
- *Is responsible for finances in line with the approved budget plan*
- *Obtains, maintains and properly cares for Troop property*
- *Serves on boards of review and courts of honor*
- *Supports Scoutmaster in working with individual boys and problems that may affect overall*
- *Troop program*
- *Provides for special needs and assistance some boys may require*

## **Committee Chair**

- Organizes committee to see that all functions are delegated, coordinated and completed
- Maintains close relationship with Scoutmaster and Charter Organization Representative
- Interprets national and local policies to Troop
- Prepares committee meeting agendas
- Calls, presides over and promotes attendance at Troop committee meetings
- Ensures Troop representation at monthly roundtables
- Secures top-notch, trained individuals for camp leadership
- Arranges for charter review and recharter annually
- Plans charter presentation
- Leads Friends of Scouting campaign
- Keep records of Troop Alumni
- Handles re-chartering process
- Supervises adult and Scout registration process
- **Training:** Committee Specifics & Youth Protection

## **Secretary**

- Keeps minutes of Committee Meetings and sends out meeting notices
- Handles publicity
- Reports minutes of previous meetings at each committee meeting
- **Training:** Committee Specifics & Youth Protection

### **Finance Chairperson (No Access to Checkbook)**

- Reviews Troop checking and savings accounts for accuracy
- Keeps adequate records
- Leads in preparation of annual Troop budget
- Reports to Troop committee each meeting
- **Training:** Committee Specifics & Youth Protection

### **Treasurer (Primary Access to Checkbook)**

- Handles all Troop funds
- Maintains Troop checking and savings accounts
- Trains and supervises Troop leaders in record keeping
- Keeps adequate records
- Supervises money-earning projects
- Supervises Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Outdoor Activities Coordinator**

- Helps secure permission to use camping sites
- Serves as transportation coordinator by verifying there are enough seatbelts for each camp out
- Maintain an up-to-date list of drivers with valid copies of insurance cards and license #'s
- Ensures monthly outdoor program, according to activity plan established by Scouts' annual summer planning meeting.
- Promotes attendance at Troop campouts, and camporees to reach goal of an outing a month
- Secure tour permits for all Troop activities and completes the BSA Tour Plans online with the Scout (for non-Council events)
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Scout Coordinators**

- Assists the Scouts that have earned the Life rank regarding the process to earn Eagle
- Primary contact for the Scouts in regards to questions about the Eagle rank process
- Helps provide constructive feedback and reviews the Scout's Eagle presentations
- Helps provide constructive feedback and reviews the Eagle Scout book
- **Training:** Committee Specifics & Youth Protection



### **Summer Camp Coordinator**

- Promotes attendance at Summer Camp
- Organizes Merit Badge class registration
- Coordinates travel to camp
- Coordinates Scouts and adults while at camp to make sure Scouts complete Merit Badges
- Reports to Troop committee
- **Training:** Committee Specifics & Youth Protection

### **Advancement Coordinator**

- Encourages Scouts to advance in rank
- Maintain all Scout advancement records
- Arranges Boards of Review and Courts of Honor
- Develops and maintains merit badge counselor list
- Makes a prompt report on the correct form to council service center when a Troop board of review is held. Secures badges and certificates for the Courts of Honor.
- Reports to Troop committee every meeting
- **Training:** Committee Specifics & Youth Protection

### **Chaplain**

- Provides spiritual tone for Troop meetings and activities
- Gives guidance to Scout chaplain aide
- Promotes regular participation of each member in the religious organization of his choice.
- Visits homes of Scouts in time of sickness or need
- Give spiritual counseling when needed or requested
- Encourage Scouts to earn appropriate religious emblems
- Report to Troop committee at every meeting
- **Training:** Committee Specifics & Youth Protection

### **Popcorn Chairperson**

- Manages the popcorn fundraiser for Scouts
- Communicates and collects the various Scout orders.
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report on the Money collected for Scout Accounts
- **Training:** Attend council Popcorn orientation meeting & Youth Protection

### **Clothing Chairperson**

- Manages the new clothing orders
- Communicates and collects orders
- Distributes clothing twice annually for Troop clothing.
- **Training:** Committee Specifics & Youth Protection

### **Training Coordinator**

- Ensure Troop leaders and committee members have opportunities for training
- Maintains inventory of up-to-date training resources
- Responsible for BSA Youth Protection training within the Troop
- Encourage periodic youth leader training within the Troop and at the council and national levels
- Report to Troop committee at each meeting
- Assist in orientation of new parents
- Be watchful that the Troop is taking all steps to ensure the boys' safety
- **Training:** Committee Specifics & Youth Protection

### **Adult Quartermaster**

- Supervise and help the Troop procure camping equipment and expendable supplies
- Work with the Scout quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all Troop camping gear, and encourage Troops in the safe use of all outdoor equipment
- Report to the Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Recruitment Coordinator**

- Plan and coordinate Troop open house and Webelos events to invite new members into Troop
- Work closely with the Cubmaster and Webelos den leaders of neighboring Cub Scout Packs to provide a smooth transition from pack to Troop. Assist in developing and recruiting Den chiefs, and assist in crossover ceremony from Webelos to BSA Scouting
- Develop a plan for year-round membership flow into the Troop
- Encourage Scouts to invite their friends to join the Troop
- Keep track of Scouts who drop out of the Troop, and develop a plan to encourage them to rejoin
- Works with Committee Chairperson to track and submit new members for rechartering
- **Training:** Committee Specifics & Youth Protection

### **Medical Records Custodian**

- Coordinate annual collection of Troop medical forms of Scouts and adult leaders
- Ensure any Troop activity including high adventure and summer camp have current and proper medical forms well in advance of the beginning of the activity.
- Maintain medical form notebooks and makes at least one available to the Scoutmaster or designated health/safety officer for all Troop activities.
- Collect information about the location of hospitals/medical treatment centers and phone numbers in case of emergency for each campout.
- **Training:** Committee Specifics & Youth Protection

### **High Adventure Chairperson**

- Helps coordinate with the eligible Scouts in selecting a high adventure trip
- Serves as a support coordinator for the Scouts attending the trip
- Promotes attendance at high adventure trips
- Secure tour permits, travel arrangements and collects trip money if necessary
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Ceremony Chairperson**

- Maintain the record of Eagle Court of Honor ceremonies and scripts.
- Arrange for the Troop's Eagle Display to be updated
- Assist the families of Eagle candidates about how to print invitations, programs, make ceremony choices, reserve location for the ceremony, solicit letters of congratulation from dignitaries, and obtain the MacTavish Eagle Court of Honor props from the Council.
- Maintain the chronological database of all the Troop's Eagle Scouts for use in printing Court of Honor programs.
- **Training:** Committee Specifics & Youth Protection

### **Wreath Fundraiser Chairperson**

- Manages the wreath fundraiser for Scouts
- Communicates and collects Scout orders
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report money collected for Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Friends of Scouting Chairperson**

- Assists the Council in their fundraising efforts
- **Training:** Committee Specifics & Youth Protection

### **Adult Historian**

- Assists the Scout Historian in planning an annual homecoming event for Troop alumni
- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Assists in annual presentation to charter organization on Troop activities
- **Training:** Committee Specifics & Youth Protection

### **Hospitality Chairperson**

- Assists Scouts in arranging refreshments and snacks at the quarterly Court of Honor
- Assist Scouts with arrangements for special events and decorations as necessary
- **Training:** Committee Specifics & Youth Protection

### **Assistant Hospitality Chairperson**

- Assists the Hospitality Chairperson
- Completes the role of the Hospitality Chairperson if they are unavailable
- **Training:** Committee Specifics & Youth Protection

# Parent Support

## Parent's Responsibility to the Troop

You are not required to attend the weekly Troop meetings or camp with the Troop. However, parents are welcome to attend all meetings and outings where accommodations allow. At all Troop functions, all attending adults and Scouts are under the direction of the Scoutmaster and Assistant Scoutmasters. **All Youth Protection requirements must be met.**

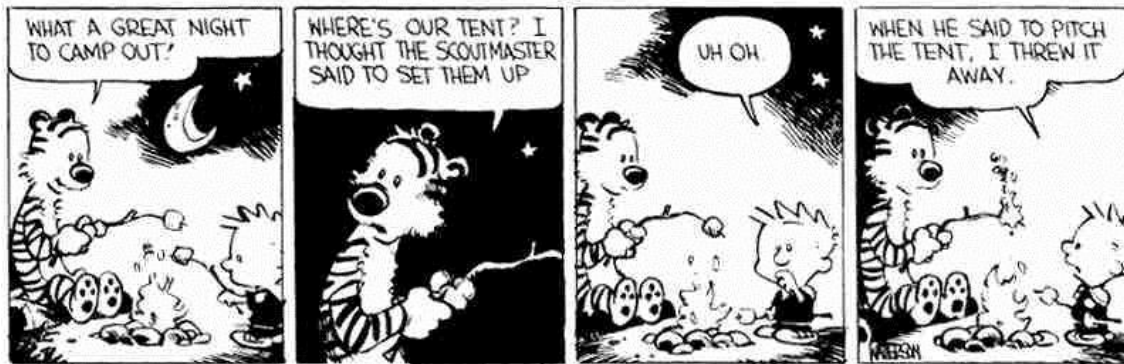
The entire family is encouraged to attend the quarterly **Court of Honor**. This is where the Scouts receive the awards that they have earned and are recognized for their rank advancement by the Troop Committee. A **"Parent's Ribbon"** is given to one parent upon the Scout's entrance into the Troop which a parent can wear with pride to these Troop events.

**We also encourage you to attend all Eagle Courts.** An Eagle Court of Honor is a special event planned by the Eagle recipient and his family. Scouting's highest award is presented in a variety of different venues, depending on the Scout's wishes. Your family should confirm your attendance or your inability to attend the special invitation that is sent, as most events are costly to carry out. We also encourage all Scouts to participate in Eagle Service Projects. All Scouts who reach the rank of Eagle deserve our support for their project and special ceremony, just as you would want others to support that of your own.

Our success as a Troop depends heavily on your support. In addition to attending these events, the Troop needs parent involvement. Your participation as a driver, merit badge counselor, committee member, or assistant Scoutmaster helps to ensure that our program remains diversified and strong.

# Parent's Responsibility to their Scout

Scouts participate in the Troop and its activities because they have fun and enjoy themselves. **Don't force them. Encourage them to participate. Encourage them to advance.** If there is a problem with your Scout or with us, talk to us about it. Every Scout has the potential to become an Eagle Scout. Scouting can help your child gain entrance to college, scholarship opportunities, and possible advancement in the military or their future profession. Your assistance, concern, encouragement, and support will help them to do their best.



# Financial Information/Registration

The Troop annual registration fee includes National Dues, Boy's Life Magazine, insurance, awards, Troop equipment and operating expenses. The cost is typically \$210.00 per Scout per year (averages \$17.50 per month) & Adult registration is \$57 (at least one adult per family is required to register). **Dues for new Scouts are collected at registration period for the upcoming year.**

There is typically an additional fee if participating in the following:

- \* campouts (see Campouts section)
- \* summer camp (see Summer Camp section)
- \* High Adventures (see High Adventures section).

Checks are preferred for traceability purposes, and all checks should be **written to "Troop 335."**

In addition, "Invest in Character" is a council-run fundraising program held annually, during the first quarter, for families who wish to contribute to the cost of operating our local council, scholarships and the summer camps that it owns and operates. Although the program is voluntary, the Troop depends on these camps and training provided by our council.



# Scout Accounts

Any money earned by a Troop fundraiser will be credited to the individual's Scout Account. Examples of fundraisers may include: annual wreath sales, popcorn sales, etc.

The Treasurer and Finance Chairperson will manage individual Scout Accounts for each individual Scout and will report each Scout Account balance annually or upon the request of the Scout.

The intent of the Scout Account is to allow Scouts to collect money through Troop fundraiser opportunities and then spend the money (without going over) on their Scouting activities. **The Scout Account funds may be used to pay or subsidize Scouting activities, such as:**

- **BSA Scout High-adventures fees**
- **BSA Scout Summer Camp fees**
- **Campout or Troop event fees**
- **Troop 335 recharter dues**
- **Troop 335 Eagle Project expenses**

We recognize that certain Scouting activities may be costly, such as high-adventure trips or summer camp. The Scout Account also allows the Scout to gather funds over a number of years or simply a short-term account to pay dues, campout fees or other activities.

- The Scout is not required to hold any money in their Scout account.
- Once the Scout has reached their 18<sup>th</sup> birthday or he chooses to not recharter with a Scout Troop, an individual's Scout Account will be closed.

**We highly encourage the Scouts to use/spend their Scout Account money to fund and subsidize all of their eligible Scouting activities.** Scout Accounts contain money raised during Scout fundraisers, so the generous people that donated to the Scout fundraiser expect the money to be used for Scouting purposes (and not to be used on personal items or non-Scouting related expenses). Scout Accounts are also not intended to be a personal savings or a savings account for individual Scouts. If any questions arise regarding the Scout Accounts, the Treasurer, Finance Chair, and Committee Chairperson will have sole discretion regarding the clarity of the Scout Account rules listed above.

# Our Pledge to You

Every Scout has the right to expect guidance, support, enthusiasm, and a good example set by both the adult and youth leadership as they progress through Scouting. Troop 335 has a solid history of building good citizens and young adults. Most of the youth who enter Troop 335 and remain involved, work on rank advancement and attend events, do reach the rank of Eagle Scout. It is not necessary for a Scout to attain Eagle to stay in the program and have fun. Our main goal is to make sure each Scout learns self-reliance, safety, survival skill, strong leadership qualities, respect for others, and a sense of duty to God, Country, and Self. We do this through a simple set of rules for members of Troop 335.

1. **Arrive and depart on time.**
2. **Respect others at all times.**
3. **Treat every other Scout as you would like to be treated.**
4. **Wear the uniform with pride.**
5. **Respect the premises you are on – no littering, running, or loud behavior.**
6. **If you have a problem, see a Scoutmaster.**
7. **Do your best to achieve rank, earn merit badges, and serve in positions of Leadership.**
8. **Follow the Scout Oath & Scout Law!**

***WELCOME TO SCOUT TROOP 335***

***WE ARE PROUD YOU HAVE CHOSEN OUR SCOUTING FAMILY!***





# Troop Guide

**Troop 335 Parent & Scout Information Packet**  
**(Revised April 7, 2023)**

**Unit: Scout Troop 335 (founded 1978)**

**District: Trailblazer**

**Council: “Pathway to Adventure Council”**

**Boy Scouts of America (founded 1910)**

**Dear New Scout and Parents,**

This information packet is intended to familiarize you and your Scout with how Troop 335 operates, opportunities to support the Troop, your responsibilities to the Troop, and your responsibilities to your Scout. Please take the time to read all the information in this packet with your Scout. We will be glad to answer any questions in further detail.

**Note: For the most current version of the document, access to forms and the current calendar, please refer to our Troop website: [www.t335.org](http://www.t335.org)**

*(Note: For access any forms that contain Scout full names, contact our Scout webmaster for access to the secure portion of the website.)*



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# About Troop 335

**Scout Troop 335 is chartered by All Saints Lutheran Church, 630 South Quentin Road, Palatine, Illinois, United States of America** for the purpose of helping to develop the youth of the community through the BSA Scout Program. Membership in the Troop is not dependent upon membership in the church. Troop 335 is dedicated to providing service to the entire community and all families are welcome, regardless of faith. There are several service opportunities throughout the year for the Troop to “give back” to the church.

**Our Troop serves Scouts from: Barrington, Hoffman Estates, Inverness, Palatine, Rolling Meadows, Lake Zurich, Schaumburg, and other surrounding communities.**

Since its formation in 1978, the Troop has received many awards and honors on behalf of its Scouts, and has seen many of its Scouts attain the highest award in Scouting, the rank of Eagle Scout. Rank advancement and development of Scout skills in an atmosphere of fun is emphasized.

Our Troop has earned the Quality Unit Award, based on leadership, training of leaders, and Scout advancement, consistently over the past years.



# What is a “Scout-Led Troop”?

**We provide the Scouts with the opportunity to make decisions, make mistakes (and learn from them), and make connections. It's great to see a young person take on a job and complete it; it's even better to see him learn from it and do it better the next time.**

As written online by another Scoutmaster: *"The hardest thing for the adults to do is to allow the Scouts to fail. A few weeks ago (while the SPL and Scoutmaster were on a high adventure outing with five other older Scouts) the Troop planned a meeting at the local park. Well, communication was not what was needed. When I (Scoutmaster) asked the SPL about the Troop meeting one day in advance, "Hey, is everything in order?", he said yes. I asked him if everyone knew about the proper meeting location, he again said yes. I asked him how they received this information. The SPL said by email. I asked him how come I didn't know and had not yet received an email. I got shoulder shrugs. I asked if he got an email. His response was he didn't check. He finally said in an exasperated tone, "Dad, everyone knows where to meet. Don't worry about it. Well the next evening about 10% of the boys show up at the park. I advised sending a "runner" to our regular spot (about two miles away) and finally, about 45 minutes later the SPL starts the meeting. I got lots of 'feedback' from adults telling me I screwed up, should have notified everyone, yadda, yadda, yadda. I have developed thick skin and just shrugged my shoulders and said they should talk to the SPL. A few weeks later, communication was done on a much better level when we had a location change. I did my job - they boys learned something and nobody got hurt!"*



## Scout-Led Troop

Task	Scouts	Adult Leadership
Determine, plan, budget and execute on monthly activities	Yes ("Event SPL" with Patrol Leaders)	No
Assign "Event SPL"	Yes, through volunteering	Yes, Scoutmaster only if no volunteers
Sign any legal documents and pay fees to camps	No	Yes
Reserve Church & Reserve Event Location	Yes, if it does not require payment. No, if it requires payment or is the Church	Yes, only if requires payment and request or Church location requested
Communication (website, phone, email & text) about allactivities	Yes	Only parent related communication
Arrange Transportation of boys to and from activities	No, but Scouts need to be sure it is part of the plan	Yes
Arrange Trailer to be driven to and from event	No, but Scouts need to be sure the trailer is packed properly	Yes
Plan & Manage safety	Yes	Yes
Senior Patrol Leader (SPL) & PLC lead all meetings. (From pre-opening/ gathering activities, uniform inspections to presentations to games)	Yes	No, except for Scoutmaster Minute
Plan and Execute all Service Projects.	Yes	No
Hold regular Patrol Leader Councils (PLCs) (1st Monday of every month or other agreed time)	Yes	No
Committee Meetings (3rd Tuesday of every month) & District Roundtable (2nd Wednesday of every month)	No	Yes
Sign-off on "Scout" through "First Class" rank requirements	Yes (Star, Life & Eagle rank)	No
Scoutmaster Conference Board of Review	SMC - Yes, but needs to request it from Scoutmaster BOR – Notify Adult Advancement Chair	Yes, only if requested
Provide instruction & training	Yes (SPL, PLC & Patrol Leaders)	No, unless asked
Coach & Mentoring	Yes, to each other	Yes, via the SPL & Event SPL

## Differences between Cub Scouts and Scouts

<b>Topic</b>	<b>Cub Scouts</b>	<b>Scouts</b>
<b>Meetings</b>	Two monthly Den meetings and one monthly Pack meeting	Weekly Troop meetings, one monthly campout/outing
<b>Meetings Planned By</b>	Adult leaders (Den Leader, Cubmaster, and Parents)	Patrol Leader's Council (Senior Patrol Leader, Asst. Senior Patrol Leaders, Patrol Leaders, etc...)
<b>Meetings Conducted By</b>	Cubmaster (Pack meetings) Den Leader (Den meetings)	Senior Patrol Leader (Scout)
<b>Organization</b>	Scouts broken up into Dens based on grade	New Scouts are integrated into patrols.
<b>Scouts Led By</b>	Den Leader (adult)	Patrol Leader (Scout)
<b>Campouts/Outings</b>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by adults.</li> <li>• Adult partner required with each Cub Scout.</li> <li>• Meals planned and prepared by adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by Patrol Leader's Council (Scouts) with logistic assistance by Outdoor Activity Coordinator (adult).</li> <li>• At least two adults required for each outing.</li> <li>• Meals planned and prepared (including purchasing food) by each Patrol.</li> </ul>
<b>Ranks</b>	<p>Den Leaders assist Cub Scouts with their grade's five different ranks:</p> <ul style="list-style-type: none"> <li>• Tiger</li> <li>• Wolf</li> <li>• Bear</li> <li>• Webelos</li> <li>• Webelos 2</li> </ul>	<p>Unlike Cub Scouts, the Scouts are responsible for working on their own advancements. Scouts must confer with one of the Troop leaders to be tested for requirements achievement, and have requirements signed off in their BSA Scout Handbooks. The BSA Scout Advancement program has six different ranks:</p> <ul style="list-style-type: none"> <li>• Tenderfoot</li> <li>• Second Class</li> <li>• First Class</li> <li>• Star</li> <li>• Life</li> <li>• Eagle</li> </ul>
<b>Cubmaster/Scoutmaster Role</b>	In Cub Scouts, the Cubmaster is the "Master of Ceremonies" and is the focal point for Pack meetings.	<p>In Scouts, the Scoutmaster is an "advisor" or "coach" who works with the junior leaders to help them plan and lead the program.</p> <p><i>Note: This is an important distinction to understand, since the Scout-led Troop meeting sometimes looks unplanned and/or chaotic, but is really the result of the Scouts trying some new things, learning and making mistakes.</i></p>

# Troop Program

The aims of the Boy Scouts of America program are Character Development, Citizenship Training, Service Opportunity, and Personal Fitness. These aims are achieved through the use of eight methods: The Ideals of Scouting, Advancement, Uniform, Outdoor Program, Leadership Development, Adult Association, and Personal Growth.

As it is in all Troops, Scouts lead the program. The Scoutmaster and a group of Assistant Scoutmasters guide and supervise them. The **Scout Patrol Leaders** (the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guides, and Patrol Leaders) provide the Scout leadership. The Senior Patrol Leader is elected by the youth membership twice yearly. **An annual planning meeting is held, usually in August**, where the upcoming events and activities for the program year are planned by the Scouts and reviewed with the adult leadership. **The Patrol Leaders meet the first Monday of each month (or another agreed date/time)** to plan and review the upcoming month's activities during a Patrol Leader Council (PLC) Meeting. The rest of the Troop members do not usually attend, but may come to observe, if desired. Members of the Patrol Leadership must commit to attending meetings, provide leadership at all events, and ensure that all members are treated with respect and fairness.

The Scouts are organized into **patrols**, each with its own Patrol Leader, Assistant, and assigned positions. A patrol functions together during meetings and campouts. Members of each patrol plan menus, buy their food, cook, and cleanup, work and have fun together. **It is the responsibility of the Patrol Leader to communicate to the patrol members each week to inform them of upcoming activities, change of meeting location or type of uniform for the following week, etc. If the Scout has not received this information by Sunday afternoon, it is then his responsibility to contact the Patrol Leader for this information.**

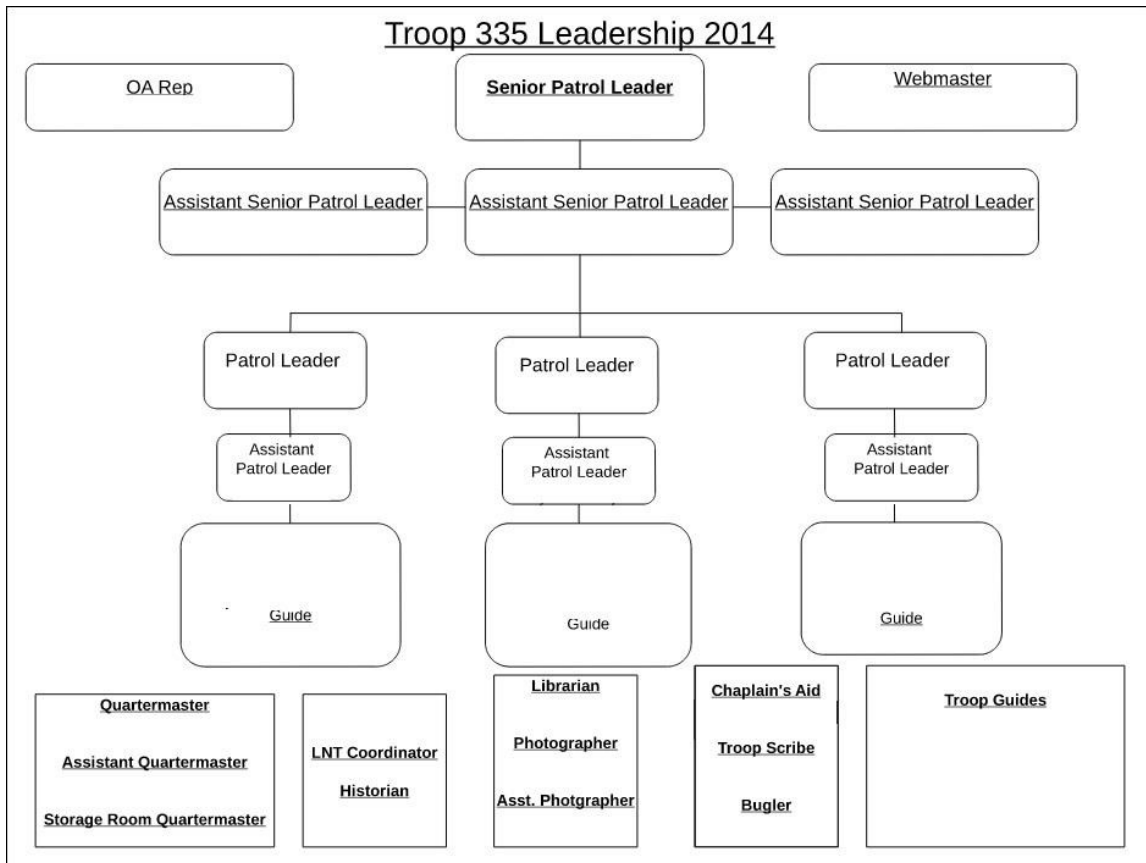


# Scout Leadership Roles

This section is excerpted from "Troop Leader Training" published by BSA

Troop 335 is actually led by its youth leaders. With the guidance of the Scoutmaster and assistants, the Scouts plan the program, conduct Troop meetings, and provide leadership among their peers.

Troop 335 holds elections about every six months for the Senior Patrol Leader. The SPL then appoints other Leadership positions based on interest of the Scouts and the approval of the Scoutmaster.



## **Introduction to Leadership Skills for Troops**

This training will provide an introduction to leadership skills for youth in Scout troops. The training course is delivered to the youth of the troop by older and more experienced youth as soon as a young person has been selected by his or her peers for a leadership position. Youth are introduced to the skills of leadership and the tools they will use to implement their vision of adventure and leadership in their role as a youth leader in their troop. The syllabus is available from the BSA through the youth training link on the BSA's Training web page:

<http://scouting.org/Training/Youth.aspx>

### ***Who is eligible?***

- All Scouts. A member of Troop 335 will provide this training annually during a selected Troop meeting.

## **Scout Leadership Role Descriptions**

### **Senior Patrol Leader (SPL)**

- Presides at all Troop meetings, events, activities and annual program planning conference
- Chairs the patrol leaders' council
- Appoints Scout leaders with the advice and consent of the Scoutmaster
- Assigns duties and responsibilities to other youth leaders
- Works with the Scoutmaster in training youth leaders
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Must be First Class Rank or above
- Shows and helps develop Scout spirit

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

- Is responsible for training and giving correct leadership to the following appointed youth leaders: historian, Order of the Arrow Troop representative, scribe, librarian, instructor, quartermaster, and chaplain aide
- Helps lead meetings and activities as called upon by the Senior Patrol Leader
- Guides the Troop in the Senior Patrol Leader's absence
- Performs tasks assigned by the Senior Patrol Leader
- Functions as a member of the Patrol Leaders' Council
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Patrol Leader**

- Plans and leads patrol meetings and activities
- Keeps patrol members informed
- Assigns each patrol member a task and helps them succeed
- Represents the patrol at all Patrol Leaders' Council (PLC) meetings and the annual program planning conference
- Prepares the patrol to take part in all Troop activities
- Shows and helps develop patrol spirit
- Works with other Troop leaders to make the Troop perform well
- Knows what patrol members and other leaders can do
- Sets a good example
- Wears the Scout uniform correctly
- Instructs Scouting Skills are needed within the Troop or patrols
- Prepare well in advance for each teaching assignment
- Lives by the Scout Oath and Law

**Assistant Patrol Leader**

- Helps the Patrol Leader plan and lead patrol meetings and activities
- Helps the Patrol Leader keep patrol members informed
- Helps the Patrol Leader prepare the Troop to take part in all Troop activities
- Leads the patrol in the Patrol Leader's absence
- Shows and helps develop patrol spirit
- Represents the patrol at all Patrol Leader Council meetings in the patrol leader's absence
- Works with other Troop leaders to make the Troop perform well
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law

**Den Chief**

- Serves as the activities assistant at Cub Scout den meetings
- Meets regularly with the Den leader to review the den and pack meeting plans
- If serving as a Webelos Den Chief, helps prepare Cub Scouts to join BSA Scouting
- Projects a positive image of Scouting
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Troop Guide**

- Introduces new Scouts to Troop operations
- Guides new Scouts through early Scouting activities
- Helps new Scouts earn the First Class Rank in their first year
- Coaches the Patrol Leaders
- Attends Patrol Leaders' Council meetings
- Coaches individual Scouts on Scouting challenges
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- Teaches basic Scout skills

**Quartermaster**

- Keeps records of patrol and Troop equipment
- Keeps equipment in good repair
- Keeps equipment storage areas neat and clean
- Issues equipment and sees that it is returned in good order
- Suggests new or replacement items
- Works with the Adult Quartermaster
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Chaplain Aide**

- Keeps Troop leaders apprised of religious holidays when planning activities
- Assists the Troop chaplain or religious coordinator in meeting the religious needs of Troop members while on activities
- Encourages saying grace at meals while camping or on activities
- Leads worship services on campouts
- Tells Troop members about the religious emblems program for their faith
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Scribe**

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records Troop announcements at weekly meetings and communicates them to the Troop.
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Librarian**

- Establishes and maintains a Troop library
- Keeps records on literature owned by the Troop
- Adds new or replacement items as needed
- Has literature available for borrowing at Troop meetings
- Maintains a system to check literature in and out
- Follows up on late returns
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Photographer**

- Takes pictures at all meetings, ceremonies and activities
- Posts appropriate pictures on Troop website
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Historian**

- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Takes care of Troop trophies and keepsakes
- Plans annual homecoming event for Troop alumni
- Makes annual presentation to charter organization on Troop activities
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Leave No Trace Trainer**

- Teaches Leave No Trace principles to Troop
- Ensures Troop follows these principles on outings
- Has thorough understanding of and commitment to Leave No Trace
- Can help Scouts earn Leave No Trace award.
- Functions as a member of PLC
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- As one of the requirements to hold this position, the **Scout must complete the Leave No Trace Trainer Instructor course**. This is the only youth position that REQUIRES a training course.

### **Order of the Arrow Troop Representative**

- Serve as a communication link between the Order of the Arrow lodge or chapter and the Troop
- Encourage year-round and resident camping in the Troop
- Encourage older Scout participation in high-adventure programs
- Encourage Scouts to actively participate in community service projects
- Assist with leadership skills training in the Troop
- Encourage Arrowmen to assume leadership positions in the Troop
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

# Uniform Policy

The Troop's uniform policy consists of Class A, B, or C

**Class A** - consists of:

- official Scout shirt,
- jeans or official Scout pants/shorts
- Troop neckerchief with slide
- Scout belt
- Merit badge sash, if applicable.

This is worn to all weekly Troop meetings, Court of Honors, Scoutmaster Conferences, Board of Reviews, all District and Council events, and whenever representing Scouting to the public. New Scouts will receive a Troop neckerchief upon joining the Troop. The Scout should also consider the Scout Handbook, paper and pen or pencil part of the uniform.

**Class B** - uniform consists of a Scout or Troop shirt and appropriate pants/shorts. This is to be worn for outings and other events designated by the Senior Patrol Leader (SPL) or Scoutmaster. Troop tee shirts are available through the committee at a nominal cost.

**Class C** - is civilian clothes. This is to be worn when the Scouts are to participate in an activity that could damage the uniform. To be specified by the Senior Patrol Leader (SPL) or Scoutmaster.

Uniform inspections will occur at the request of Senior Patrol Leader (SPL) or Scoutmaster.



# Advancement



## Scout | Tenderfoot | Second Class | First Class | Star | Life | Eagle

Within the first few meetings the new Scout attends, the Scout should be able to earn the rank of “Scout”. Each Scout has a very individual pace of advancement through the next ranks of Scouting. Much of the work on the ranks of Tenderfoot, Second Class, and First Class is done within the patrol and on campouts. Along with active participation in all Troop activities, time and support from home is also needed for the Scout to advance in ranks.

After achieving First Class, a Scout must serve in positions of leadership within the Troop and earn merit badges to attain the ranks of Star and Life. A Scout needs to earn a total of 21 merit badges (including the fourteen required badges), have a record of leadership, Troop participation, and complete a major service project for the community before he can earn the rank of Eagle Scout.

**ALL Scouts are individually responsible for pursuing their rank advancement and completing the requirements.** Scoutmasters and Patrol Leaders will encourage the Scout, but will not remind them to do so. It is great for new Scouts to work on 1-2 requirements per week and get into the habit of having their books signed at each meeting. This is the best way to advance through the first few ranks.

**Step 1:** As each requirement for Tenderfoot, Second Class and First Class is completed, the Scout will have a fellow Scout of Star rank or higher, sign it off in his Scout Handbook. Only the Scoutmaster or an Assistant Scoutmaster can sign off the ranks of Star and Life. When all requirements for rank have been signed-off, the Scout may request a Scoutmaster’s Conference from our Advancement Coordinator.



**Step 2:** The **Scoutmaster's Conference** is an opportunity for the Scout to discuss their progress, their goals, any problems they are having, and to demonstrate that they have completed all of the requirements for the rank. Conferences must be completed before the evening of Board of Review. They must appear in full uniform with their signed handbook.

**Step 3:** If they have successfully completed the Scoutmaster Conference, the Scout will be eligible for a **Board of Review**. The Board verifies that the Scout has completed all of the requirements for the rank and that they have retained what they have learned. **He must appear in full uniform with his signed handbook.**

**Step 4:** Upon passing their Board of Review, the Scout has advanced to that rank. The Scout and their parents are recognized for the achievement at the next quarterly Court of Honor and receive their new rank patch.



# Merit Badges

Your Scout may **start working on merit badges at any time** and will probably earn a few if he attends summer camp during his first year. There are numerous merit badges available for the Scout to earn.

To earn Eagle rank, the Scout would earn a **minimum of 21 merit badges** (most Scouts earn more than 21), including the following:

1. First Aid
2. Citizenship in the Community
3. Citizenship in the Nation
4. Citizenship in Society
5. Citizenship in the World
6. Communication
7. Personal Fitness
8. Emergency Preparedness OR Lifesaving
9. Environmental Science OR Sustainability
10. Personal Management
11. Swimming OR Hiking OR Cycling
12. Camping
13. Cooking
14. Family Life

## List of Merit Badges

- American Business
- American Cultures
- American Heritage
- American Labor
- Animal Science
- Animation
- Archaeology
- Archery
- Architecture
- Art
- Astronomy
- Athletics
- Automotive Maintenance
- Aviation
- Backpacking
- Basketry
- Bird Study
- Bugling
- Camping
- Canoeing
- Chemistry
- Chess
- Cinematography
- Citizenship in the Community
- Citizenship in the Nation
- Citizenship in Society
- Citizenship in the World
- Climbing
- Coin Collecting
- Collections
- Communication
- Composite Materials
- Cooking
- Crime Prevention
- Cycling
- Dentistry
- Digital Technology
- Disabilities Awareness
- Dog Care
- Drafting
- Electricity
- Electronics
- Emergency Preparedness
- Energy
- Engineering
- Entrepreneurship
- Environmental Science
- Exploration
- Family Life
- Farm Mechanics
- Fingerprinting
- Fire Safety
- First Aid
- Fish and Wildlife Management
- Fishing
- Fly Fishing
- Forestry
- Game Design
- Gardening
- Genealogy
- Geocaching
- Geology
- Golf
- Graphic Arts
- Health Care Professions
- Hiking
- Home Repairs
- Horsemanship
- Indian Lore
- Insect Study
- Inventing
- Journalism
- Kayaking
- Landscape Architecture
- Law
- Leatherwork
- Lifesaving
- Mammal Study
- Medicine
- Metalwork
- Mining in Society
- Model Design and Building
- Motorboating
- Moviemaking
- Music
- Nature
- Nuclear Science
- Oceanography
- Orienteering
- Painting
- Personal Fitness
- Personal Management
- Pets
- Photography
- Pioneering
- Plant Science
- Plumbing
- Pottery
- Programming
- Public Health
- Public Speaking
- Pulp and Paper
- Radio
- Railroading
- Reading
- Reptile and Amphibian Study
- Rifle Shooting
- Robotics
- Rowing
- Safety
- Salesmanship
- Scouting Heritage
- Scholarship
- Scuba Diving
- Sculpture
- Search & Rescue
- Shotgun Shooting
- Signs, Signals and Codes
- Skating
- Small-Boat Sailing
- Snow Sports
- Soil and Water Conservation
- Space Exploration
- Sports
- Stamp Collecting
- Surveying
- Sustainability
- Swimming
- Textile
- Theater
- Traffic Safety
- Truck Transportation
- Veterinary Medicine
- Water Sports
- Weather
- Welding
- Whitewater
- Wilderness Survival
- Wood Carving
- Woodwork

**The Scout needs to request a Blue Card from the Scoutmaster or Assistant Scoutmaster when he is ready to begin working on a merit badge.** A merit badge book specific to that badge may be obtained from the BSA online library, Troop library, local community library or the Scout Shop. The online library is <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/merit-badges/>

Make sure the book is current, as some of the requirements do change over the years. Some merit badge worksheets are also found on the Internet.

It is the Scout's responsibility to contact a merit badge counselor to review what is required of them to complete the requirements. Merit badge counselors are individuals who are professionals, have expertise, or special training in the area of the specific merit badge. They are registered with Scouting and may sign off on the official Blue Cards. **The Buddy System requires that a Scout not be alone when meeting with a counselor.** Completed Blue Cards are given to the Advancement Chairperson and the badges are awarded at the following Court of Honor. Also, research merit badge classes in your area, and begin working on your fourteen Eagle required merit badges early.



# Scoutmaster Conference

## 1. What is a Scoutmaster Conference?

A Scoutmaster meeting (or Scoutmaster Conference) is any discussion between a Scoutmaster and a Scout.

A Scoutmaster Conference is also a requirement for the completion of each rank. During a Scoutmaster Conference where the Scout wishes to discuss rank, we use the discussion as an opportunity to simply check that all other rank requirements are completed prior to a Board of Review. Therefore, the Scoutmaster Conference is typically the last requirement to be signed-off before the Board of Review (the final step for a new rank).

For Scout, Tenderfoot, Second Class and First Class ranks: Requirements are confirmed and signed-off if completed by the Scouts with Star rank, Life rank, or Eagle rank -- except the Scoutmaster Conference, Board of Review and the requirement regarding the Scout Law and Scout Oath, which is confirmed and signed off if completed by the Scoutmasters.

For Star, Life and Eagle ranks: All requirements (except the Board of Review) are confirmed as completed by the Scoutmasters.

## 2. How does a Scout sign-up for a Scoutmaster Conference?

You can meet with Scoutmasters at any time! But once a Scout feels that they have met the rank expectations by completing all of the requirements, the Scout should write their name on the "Scoutmaster Meeting" clip board at the Troop meeting.

To not disrupt Troop meetings, Scoutmaster Conferences regarding rank typically happen outside of the Troop meetings (especially for First Class, Star rank, Life rank and Eagle rank). So, it is helpful if the Scout also provides date/time availability.

Scouts should prepare for your Scoutmaster conference by again reviewing any prior meeting notes and the rank requirements. Scouts should be prepared with examples of how you live the Scout Oath and Scout Law in your daily life. In addition, for Star rank, Life rank, and Eagle rank, Scouts should also be prepared with specific examples and detail of how you completed each requirement.

## 3. What does a Scout bring and wear to a Scoutmaster Conference?

A Scout must:

- > bring the Scout handbook
- > bring a pad of paper (and pencil/pen)
- > wear their full-First Class A uniform (exactly as described in our Troop Guide)

#### **4. What is discussed at a Scoutmaster Conference?**

a) There are at least two Scoutmasters at a Scoutmaster Conference for rank. Our primary rule is that there are no "wrong" answers except a lie. Some Scouts also share private feelings that they wish to keep confidential. Therefore, to maintain trust, Scoutmasters will not share anything outside the conference room that was specifically discussed inside the room.

b) During the first part of the meeting, the Scouts are asked questions and expected to give specific examples of how they have completed the requirements, including:

- \* How well are they enjoying the Scouting experience
- \* Specific examples of how they completed each requirement for the rank (for Star, Life and Eagle ranks)
- \* Does the Scout understand and how do they practice the Scout Law and Scout Oath
- \* What are their future aspirations

c) During the second part of the meeting:

- \* If any requirement was not complete, we discuss the requirement further and the Scout is given a specific list of ways to accomplish the remaining requirement(s)
- \* If the requirements are all completed and signed-off, Scouts are also told what is expected for the next rank

#### **5. If a Scout has incomplete requirements, what needs to be done to complete them?**

Scouts: If you are ever unclear about your progress or the expectations for your next rank, we encourage you to meet with a Scoutmaster (and bring your notebook!)

Parents: During the Scoutmaster Conference, we review the list of rank requirements that were not yet completed your Scout, and most Scouts choose to write notes (which we highly encourage). If you have any questions regarding any specific requirements that are incomplete or what expectations would meet the requirements, we encourage you to discuss them with your Scout.

#### **6. How can PARENTS help their Scout advance?**

For all parents it's difficult to see your Scout struggle, and it's quite easy to jump in and do a task or requirement for them. **DO NOT!** It is important that parents don't make the phone calls, draft the emails, set the goals, write lists, and "do" the requirements for your Scout. If your Scout asks for help, be supportive by helping to review their drafted email, help them brainstorm ideas, praise them for the tasks completed, and ask them about their progress. Again, you can be supportive, but be careful not to overstep into completing their responsibilities or requirements.

Remember, the Scouting program is intended to be a journey of personal growth (it is not intended to be a simple destination). Be supportive of the program and your Scout by continually encouraging them to challenge themselves and to try new situations and tasks. Most parents are surprised at the things that their children can do - if you only allow them try it!

Again, your Scout can meet with Scoutmasters at anytime to review their progress or if they has questions about the rank requirement expectations. If your Scout is ever unclear about their progress or the expectations for their next rank, encourage them to meet with the Scoutmaster(and encourage them to bring a notebook!).

I hope this provides everyone some insight into the Scoutmaster meetings and the rank advancement process. If you ever have any questions, please feel free to schedule some time with the Scoutmaster and they would be happy to discuss any of your questions or concerns.

## Campouts

The Troop plans an activity every month, which is typically a campout. The actual number and types of campouts each year are determined by the Scouts.

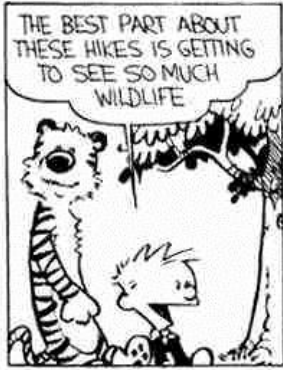
Parents are welcome on most campouts, but please observe the following rules:

1. The Scouts camp as patrols. The Patrol Leaders and Event's Senior Patrol Leader are responsible for the activities, under the guidance of the Scoutmaster and Assistants. Please don't interfere in a Scout's activities. **If you see a problem, talk to one of the Scoutmasters.**
2. On some campouts, the Troop will actively seek your help with some activities.
3. **Scouts should always sleep in tents with other Scouts even if their parents are at the campsite.**
4. All adults and visitors should prepare and eat meals and sleep in tents separate from the Scout patrols.

### **Remember**

The Scouts are the Scoutmaster's responsibility at Troop activities. Please refrain from giving Scouts permission/approvals during Troop events. Instead, direct them to the youth leaders. **The exception to this is safety. If safety of any attending adult or Scout is at risk, both Scouts and adults, regardless of age or rank, are asked to respond at once.**

**Scouts & Adults Costs:** Each campout typically has a small fee associated with it for food, transportation, campsite fees, and activity fees. The typical campout is \$20-\$50 each Scout. Unless otherwise specified, the Troop will pay for trained Adult leader fees to attend each campout, which will subsidize the cost for the adults assisting with the campout.





## Typical Campouts

In addition to the annual Council-sponsored campouts below, the Scouts typically plan other campouts throughout the year, including:

- New Scout Overnight Campout
- Climbing Wall Overnight
- Submarine Overnight
- Patrol Competitions Campout
- Cabin Campout
- Museum Overnight
- Skiing Overnight

Campout Description	Duration	Location
Spring Camporee in March	Friday & Saturday night	Varies*
Annual Summer Camp	Saturday through Saturday (one week)	Owasippe Scout Reservation Twin Lake, MI
Webelos Unplugged in October	Friday & Saturday night	Varies*
Fall Camporee in November	Friday & Saturday night	Varies*
Klondike in January	Friday & Saturday night	Varies*

*\*Location may vary depending on attendance size, but usually held at Camp Sol R Crown or other nearby campsite.*

## Campout Leadership:

Each campout and activity is led by an “Event’s Senior Patrol Leader,” who will be responsible for planning, communicating, assigning positions, developing and collecting the permission slip, and leading the event.

Depending on the number of participants attending the particular campout, special patrols may be assembled:

- Each patrol is assigned a “patrol box”, which essentially contains a portable camp kitchen. All of these patrol items must be kept in proper condition. Dues may be used to repair or purchase any other items the boys require for their patrol activities.
- Each patrol is responsible for creating an approved menu and purchasing the necessary food for the menu.

# Summer Camp

The Troop attends Camp Owasisippe, one of the licensed BSA Scout Summer Camps, for at least one one-week session each summer. Summer camp is a great opportunity for the Scout to earn Merit Badges, bond with their Troop, develop responsibility away from home, and to have a lot of fun in the outdoors. Scouts can participate in many activities such as archery, boating, rifle shooting, swimming, cooking, and much more! Camp is usually held the last week of July/first week of August.

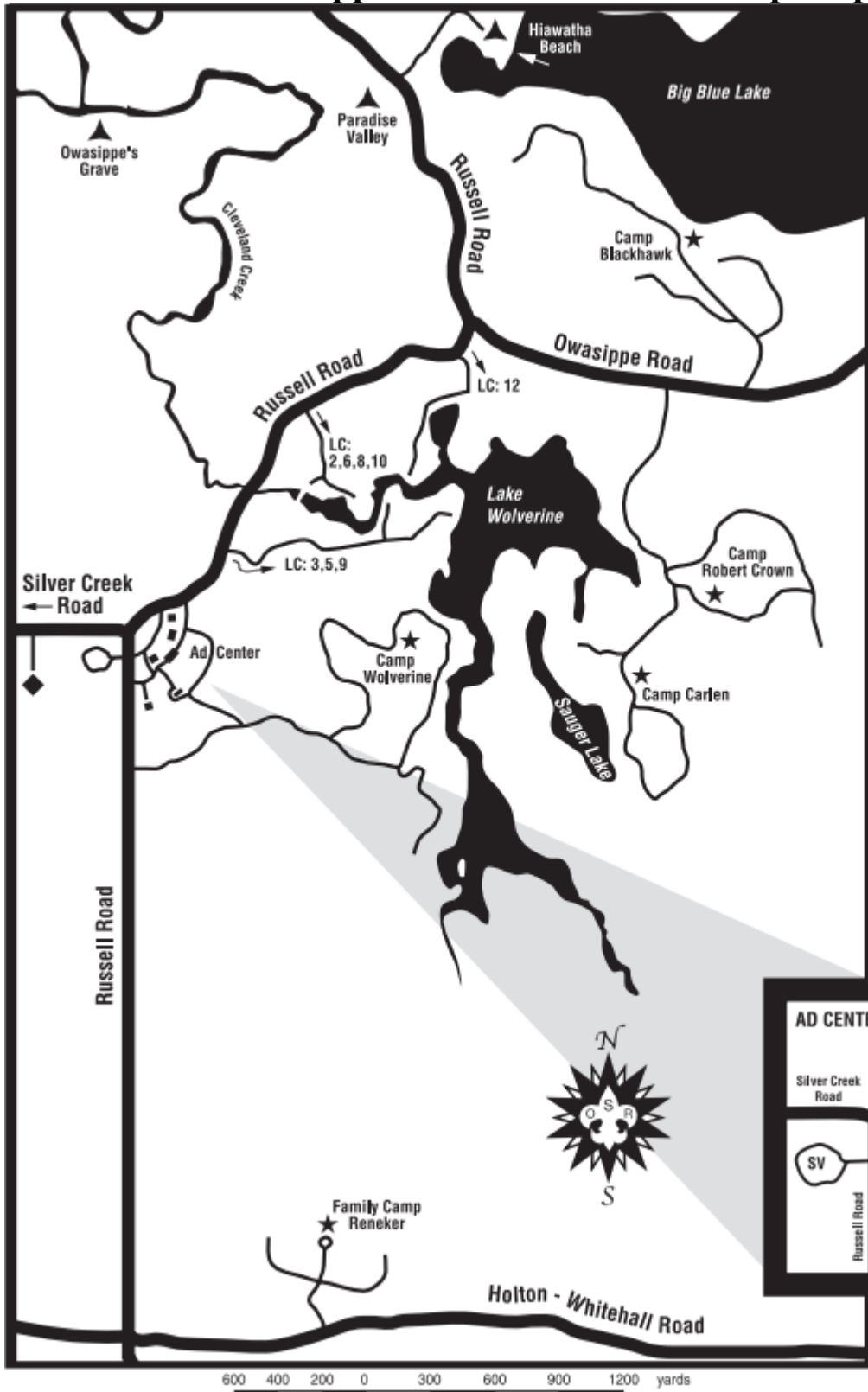
**Scout & Adult Costs:** The cost of summer camp is roughly \$350 for each Scout, which must be paid by the Scouts in full by the deadline in order to participate. The troop will subsidize the amount of two adult camp fees for any trained adults 21 years and older that choose to volunteer at the camp for the entire week of activities. There may be a small fee charged for all adults that attend a smaller portion of the week or who are not properly trained.

## Owasippe Scout Reservation

9900 Russell Road  
Twin Lake, MI 49457

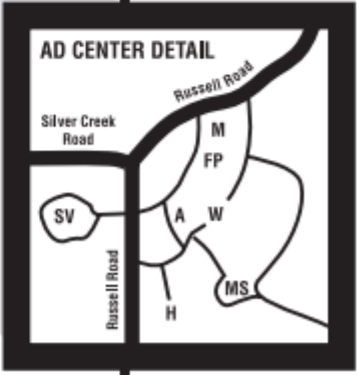


# Owasippe Scout Reservation Camp Map



Scale 1 : 22 159  
1 in. = approx. 615 yds.

Legend	
	.....Paved Rd.
	..... Camp Rd.
	..... Camp Office
	..... Landmark
	..... Horse Corral
	..... Lake
SV	..... Staff Village
H	..... Health Lodge
M	..... Museum
FP	..... Food Prep.
A	..... Admin. Bldg.
W	..... Warehouse
MS	..... Maintenance
LC	..... Lake Cabin



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# Service Projects

*Our Troop performs a lot of service, and almost all ranks require some amount of service time. We ask Scouts First class and above to plan and execute service projects, which gives them great practice for their Eagle project.*

These projects require parent help and support. You will be hearing about them as they come up, but typically include at least:

- Hospitality for church events, such as the Annual Women’s Dinner
- Support of Eagle Service Projects (variety of projects)
- Avon Walk (set up tents)
- Palatine Memorial Day Parade (participants)

Each year, one Scout and one adult may be chosen to receive the prestigious “**Troop 335 All Saints Lutheran Church Cheerful Service Award**” for the most recorded volunteer Scout service project hours during the single year that was donated to our community.

- No Scout or adult will receive the award more than once.
- Service hours for an Eagle Project do not count for the Scout attempting to achieve the Eagle rank nor for any adult(s) that is the parent/guardian of the Scout attempting to earn the Eagle rank (however, the other adults and Scouts choosing to assist in the Eagle project may receive credit for their service hours)



# Older Scout Programs

## High Adventure Trips

The experienced Scouts (**over 14 years of age**) who have **Star Class or Above** are eligible to attend our Troop's varied High Adventures. High Adventure trips are chosen by the eligible Scouts.

Recent High Adventure trips have included:

- Philmont (a working ranch in New Mexico)
- Boundary Waters (canoeing in the Northern Territory)
- fly-in fishing trips to Canada
- Sea Base in Florida
- Hiking in Alaska and in Glacier National Park in Montana
- National Jamboree (every 4 years) at The Summit with tens of thousands of other Scouters.
- 10-day bicycling trek within Illinois
- *and more!*

Note: Adults may only qualify to attend these high adventure trips if they:

- meet the physical requirements (required height/weight limits and medical exams)
- successfully passed all of the required BSA training courses for the trip
- consistently participated in other outdoor Troop camping trips

These trips challenge Scouts (and adults) physically as well as provide an experience of a lifetime.

**Scouts & Adult Costs:** Each Scout and Adult must pay for the high adventure fees, and must be fully paid by the deadline in order to participate. The cost generally range greatly between \$800 (for extended trips near home) to \$5000 (for trips overseas), but typically are about \$1500 per Scout.



## National Youth Leadership Training

The National Youth Leadership Training (NYLT) conference is a one-week leadership training course delivered by the local council to help youth further develop their capacity as leaders. The leadership skills introduced in ILS are developed in greater detail, and the weeklong training course delivers the skills by modeling a month in the life of a Scouting unit. Youth who function in leadership roles in their troop or crew will benefit from the experiences developed in this course. NYLT serves as a gateway course to the entire suite of the BSA's advanced youth leadership development courses.

### *Who is eligible?*

- All Scouts First Class rank and above

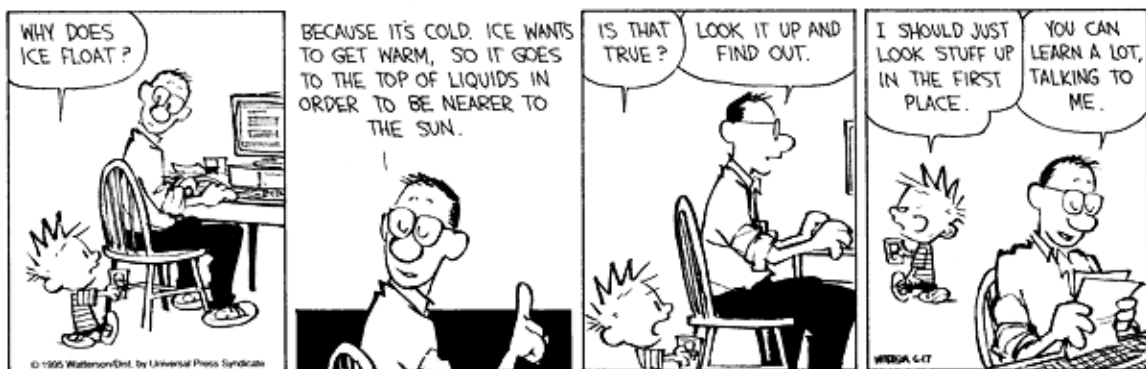
## Science, Technology, Engineering and Mathematics (STEM) & NOVA Awards

STEM is part of an initiative BSA Scouting has taken on to encourage the natural curiosity of youth members and their sense of wonder about these fields through existing programs. From archery to welding, Scouts can't help but enjoy the wide range of STEM-related activities. To support this initiative, BSA Scouting developed the Nova Awards program so that youth members have fun and receive recognition for their efforts.

BSA Scouting developed the Nova Awards program to excite and expand a sense of wonder in our Scouts. By working with an adult counselor or mentor, the various modules allow them to explore the basic principles of STEM and discover how fun and fascinating STEM can be. The Supernova awards are offered for those who enjoy a super challenge. For more information about STEM and the Nova Awards program, visit [www.scouting.org/stem](http://www.scouting.org/stem). Discover how the Nova Awards program helps youth be "Prepared. For Life."

### *Who is eligible?*

- All Scouts, but certain merit badges will need to be completed as part of the program.



## Order of the Arrow (OA)

The Order of the Arrow (OA) is the national honor society of BSA Scouting. It uses American Indian-styled traditions and ceremonies to bestow recognition on Scouts selected by their peers as best exemplifying the ideals of Scouting. Once per year, the Scouts may choose eligible Scouts within their Troop to join the Order of the Arrow.

The society was created in 1915 as a means of reinforcing the Scout Oath and the Scout Law. The goal was to establish these as lifelong guidelines, and to encourage continued participation in Scouting and camping. Inducted members, known as Arrowmen or Brothers, are organized into local youth-led lodges that harbor fellowship, promote camping, and render service to BSA councils and their communities. Members wear identifying insignia on their uniforms, most notably the OA pocket flap (representing their individual lodge) and the OA sash (worn at official OA functions) and are eligible for special OA awards. The OA program sponsors several events, awards, and training functions.

### *Who is eligible?*

- Only eligible Scouts that are nominated as candidates can be elected to be an OA member.
- To be a potential candidate, the Scout must first meet all specified requirements at the time of the annual election:
  - Approval of their Scoutmaster
  - Demonstrate Scout spirit (i.e., Scoutmaster certifies his adherence to the Scout Oath and Law and active participation in unit activities)
  - If below age 21, the Scout must also:
    - Be a registered member of the Boy Scouts of America
    - Hold the First Class rank of BSA Scouting (minimum)
    - After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the BSA Scouting. The balance of the camping must be overnight, weekend, or other short-term camps
    - Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee

# Personal Equipment

The new Scouts will be given the current edition of the Scout Handbook and should bring it to all Troop meetings and camp outs. The basic equipment requirements can be found there as well as advancement requirements and lots of fun things to learn. One of the requirements for the rank of Scout is for the parents to read and sign the first section of the handbook. No electronic games, CD players, or radios are allowed at Troop functions without the Scoutmaster's approval. Cell phone use by Scouts at Troop activities should be kept to emergency use only!



**Note: Tents, Lanterns and Cooking Utensils are available through the Troop for both Scouts and Adults. At the end of the campout, each Scout and Adult will be responsible to take home a tent and/or tarp to fully clean and dry-out the item(s). The item(s) are then to be returned and inspected by a Quartermaster at the following Troop meeting.**

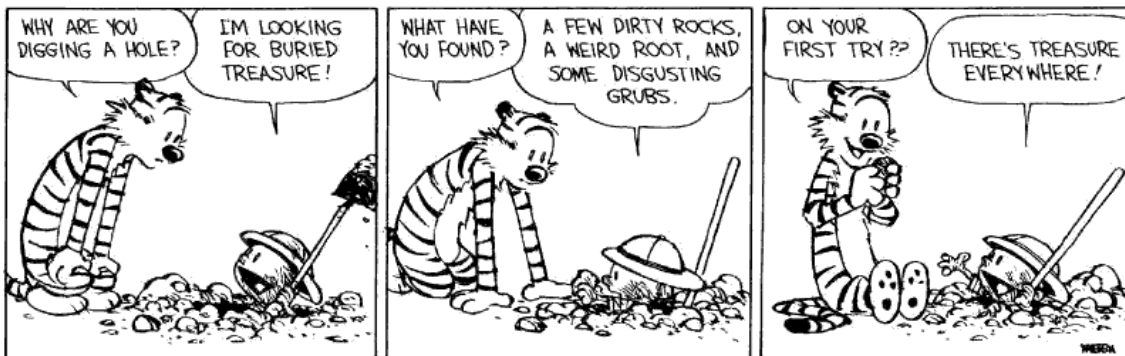


### Personal Camping Packing List:

- **Summer/Spring:** Sun Protection, Insect Repellant, Sunglasses, Baseball Cap
  - **Winter/Fall:** Knit Cap, Gloves, Sweat Shirt, Hand Warmers, Long Underwear, Extra Fleece blanket, Jacket/Parka, snow pants
- 
- A Backpack & Large Bag
  - Portable chair/stool
  - Water Bottle
  - Mess Kit/Silverware
  - Scout Handbook & Notebook & Pencil
  - Wallet
  - Compass & Whistle
  - Camera/Cell Phone/Watch
  - Flashlight/Extra Batteries
  - Pocket Knife (only with Totin' Chip Card)
  - Fire Starter Kit (only with Fireman Chit Card)
  - Personal First Aid Kit
  - Prescription Medication (given to Scoutmaster or Assistant Scoutmaster)
  - Sleeping Bag & Pillow
  - Cot and/or Foam Sleeping Pad
  - Scout Uniform (Class A) & Class B Shirts
  - Long Sleeve Shirts & Extra Clothes
  - Long Pants/Shorts
  - Underwear & Socks
  - Sleeping Clothes
  - Boots/Hiking Shoes
  - Towels/Washcloths
  - Shampoo/Deodorant/Soap
  - Toothbrush and Toothpaste
  - Comb/Brush
  - Rain Gear

### LABEL EVERYTHING!!!

*Your Scout should always pack his/her own gear! This will provide many long-term benefits: he will know where/what gear he has brought to the campout, and he will get faster/better at packing next time!*



# Transportation

**Class A Uniform must be worn when traveling to and from every event. Remember, we represent BSA Scouting and our community as a whole when traveling to, participating in and returning from events.**

The Troop tries to arrange for and coordinate car pools for most events, but it is ultimately your responsibility to ensure that your son gets to outings and meetings. Most are less than an hour away. **On most outings, the Troop leaves from the Hunting Ridge School parking lot or an alternative location as specified on the event permission slip.**

**Hunting Ridge Elementary School**  
1105 W Illinois Ave, Palatine, IL 60067

All drivers of Scouts must be currently licensed, at least 21 years of age, be BSA registered, and meet all youth protection requirements.

When you drive for a Troop outing and carry Scouts, **the driver must have adequate, in-force auto insurance at the time of the trip. Seat belts are to be used at all times for each passenger.** No Scout may ride in the back of a pickup truck for any reason. Drivers are asked to have their cars fueled and ready for the trip before departure. It is recommended that each driver have a hands-free cell phone charged and available for communication, as needed.



# Adult Trip Reimbursement

We appreciate all of the adults that volunteer both their time and vehicles to support the Troop's activities. We want to encourage this adult support and the **Troop may choose to reimburse the adult(s) whose vehicles are needed to transport multiple Scouts (must include non-family members) over 150 miles to a single event or vehicles that transport a full-sized trailer to the various Scout activities.** We encourage all eligible adults to request the reimbursement for their vehicle costs listed below.

## How does an Adult request Trip/Gas Reimbursement?

To request reimbursement, you must mark it on the permission form and inform the trip's youth Senior Patrol Leader (SPL) that is organizing the trip. If eligible, the expense will then be recorded and paid along with other trip expenses after the trip is completed.

Reimbursements should only be requested by eligible adults. By requesting the trip reimbursement, the adult is certifying that they have met the eligibility criteria:

- Over 21 years of age (no one younger is ever permitted to drive a youth Scout during a Scout activity)
- Adult must have current valid driver's license
- Adult and vehicle must be currently insured and have sufficient automobile insurance
- Event must be over 30 miles from the initial meeting point (Hunting Ridge Elementary School)
- Adult must have a current Youth Protection Training (YPT) certification
- Vehicles must be carrying multiple youth Scouts over 150 miles during a single event; or the vehicle must be pulling the full-sized trailer with supplies

## How is Reimbursement Amount Determined?

Miles Per Gallon (mpg):

- 17 mpg for SUV (light duty vehicle) with multiple boys traveling over 150 miles during a single event
- 10 mpg for SUV towing the full-sized trailer

2021 Average Gas Price (AGP):

- \$3.30 per gallon

Distance (D):

- Hunting Ridge to Twin Lake, MI: 235 miles
- Hunting Ridge to Berrien Springs, MI: 130 miles
- Hunting Ridge to Trevor, WI: 35 miles
- Hunting Ridge to USS Silversides, MI: 261 miles
- Hunting Ridge to USS Cobia, WI: 157 miles

Calculation:

- $(D/\text{mpg}) \times (\text{AGP}) = \text{reimbursement amount}$

## What may be the Typical Adult Trip Reimbursement Amounts?

Typical round-trip reimbursement amounts:

Round-trip from Hunting Ridge to Twin Lake, MI: 235 miles

- SUV carrying boys: \$45.62
- SUV pulling full-sized Trailer: \$77.85

Round-trip from Hunting Ridge to Trevor, WI: 36 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$11.55

Round-trip from Hunting Ridge to Berrien Springs, MI: 130 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$42.90

Round-trip from Hunting Ridge to USS Silversides, MI: 261 miles

- SUV carrying boys: \$50.66
- SUV pulling full-sized Trailer: \$86.13

Round-trip from Hunting Ridge to USS Cobia, WI: 157 miles

- SUV carrying boys: \$30.41
- SUV pulling full-sized Trailer: \$51.81

## What if there is a dispute regarding the amount given for a requested trip reimbursement?

- We wish to reimburse adults and legitimate expenses in a fair manner. **However, please note that a trip reimbursement is not required to be provided by the Troop.** If there happens to be a dispute or disagreement regarding a particular trip reimbursement request, the Committee Chairperson, Treasurer and Finance Chairpersons together will have the sole discretion in determining the qualifying amount (if any) and the final eligibility criteria for the trip reimbursement.

**Note: Any trip reimbursement request that is above or close to \$150 must be approved by the entire Committee during a regular monthly Adult Committee Meeting prior to any reimbursement money paid by the Troop.**

## Trailer Towing Vehicles

- Before any vehicle is used for towing a Troop 335 trailer it must be verified for capability and capacity to tow that specific trailer. The Troop Quartermaster can review your vehicle and if he has concerns, will recommend having it evaluated/modified by a local trailer shop (i.e. Master Hitch) or the vehicle dealer.
- To assist getting more adult leader vehicles available to transport Troop trailers the Troop will provide up to \$150 of assistance per vehicle to make trailer ready upgrades on towing vehicles.

# E-mail:

## Scouts:

A "SCOUT" email group is available at: "[troop335@googlegroups.com](mailto:troop335@googlegroups.com)"

This email address is used to distribute a message to the entire group of Scouts within Troop 335. Although it may occasionally be used by Adult Leaders to send out emails, we encourage this to be used by Scouts (not by parents nor parents on behalf of their son). In order to receive or send messages from this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

We highly encourage your son to obtain his own email address. Electronic communication (especially email) has become an essential communication tool at school, in the workplace, and within the Troop. In order to learn and use this form of communication properly, it is essential to practice this skill in a safe and friendly environment, such as Scouting.

A few Scout tips on e-mail etiquette:

- Do not use all capital letters (OR THAT MAY BE CONSIDERED SHOUTING)
- Respond to others in a timely fashion
- Avoid using shortcuts to real words, poor spelling or poor grammar
- Beware of the "reply all." We don't need to reply to the entire Troop email group if only certain people need the message. We should use the official roster when communicating to an individual or smaller group of Scouts.
- If the topic needs discussion or urgent, pick up the phone and try calling first
- If the topic is personal or sensitive in nature, do not use email. Emails may be misinterpreted and topics of any sensitivity should be discussed in person or on the telephone.

## Adults:

A "PARENT ONLY" email group is available at: "[troop335parents@googlegroups.com](mailto:troop335parents@googlegroups.com)"

This email address is used to distribute a message to the entire group of adults within Troop 335. This group will also receive all emails that are sent to the Scout group email address. In order to receive or send messages to this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

Youth Protection Training Reminder: If any adult is communicating via email with a Scout in another household, the adult must copy at least one other adult Scouting member (not within the same adult household) on the email communication. This policy applies to both any original email communications and any responses to a Scout's email. This policy is intended for the safety and protection of both the Scout and the adult member.

# Permission Slips & Health/Medical Forms

Permission slips are sent by the Event's Senior Patrol Leader prior to each outing with information as to the date, necessary timetable, location, costs, and necessary equipment. The tear off portion of the slip (along with any money) must be returned to the Troop with your signature in order for your son to attend the outing.

Health / Medical forms A and B must be filled out when you join the Troop and at renewal of registration each year. A Medical Exam (form C) is required for events over 72 hours, such as summer camp. These exam forms are valid for 12 months. They are the Troop's authorization for treatment in case of emergency and medical alert for allergies, etc. They also provide the Troop with the Scout's health insurance information, so that we can get the Scout the care necessary, if and when it may be required.



# Youth Protection (for Adults)

To ensure that Scout activities are conducted in a safe and prudent manner, guidelines from the BSA *Guide to Safe Scouting for Unit Activities* are closely followed.

**Youth Protection training is an online training course that is required for all BSA Scouting registered volunteers and must be taken every year.** If you are not yet a registered BSA member, you may still take the course and link your member ID after you receiving it. Upon completion, you may also print a certificate of completion and give to the Troop leader for processing at our local council.

A variety of other adult leadership training opportunities are available both online and through our local council. **Monthly Pathway to Adventure Roundtable Meetings and Order of the Arrow (OA) Chapter meetings are held on the first Wednesday of each month.** Adult Leaders typically attend Roundtable meetings, but all adults are welcome to attend (Note: the applicable material from this meeting is usually shared with other adults within the Troop at the Monthly Troop 335 adult Committee Meeting)

# Troop Committee

The adult Troop Committee oversees the entire program and ensures that the resources, leadership, and necessary support for the Scouting program are available, it approves a yearly budget, approves all Eagle Scout Service Projects, revises the Troop By-Laws as needed, selects Scoutmasters and Assistant Scoutmasters as needed, and approves the Scout's program. The Committee is made up of BSA-registered adults. All parents are encouraged to attend the monthly meetings, and to become involved in the Troop. **The Committee meetings are held on the third Tuesday of each month.**



See “Adult Leadership Roles” for specific committee positions.



# Adult Leadership Roles

All adults that are actively volunteering and participating in Adult Leadership roles are encouraged to purchase and wear the Scout uniform. Please see the Recruitment Coordinator to obtain a Troop 335 neckerchief and Troop numbers.

## Descriptions of Adult Leadership Roles

Tenure in each position is generally a one year commitment.

### Charter Organization Rep

The chartered organization representative is the direct contact between the Troop and the chartered organization (All Saints Lutheran Church). This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the local council.

- Help select the right leadership for the unit.
- Serve as a liaison between the units and the organization.
- Promote the recruiting of new members and units.
- Help with the charter renewal.
- Suggest Good Turns to benefit the organization.
- Cultivate organization leaders, and encourage necessary training of existing and new leaders.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Cultivate resources to support the organization.
- Represent the organization at the council level.
- **Training:** Youth Protection

## **Scoutmaster**

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts.

- Trains and guides youth leaders
- Works with other responsible adults to bring Scouting to youth
- Meets regularly with Patrol Leaders' Council (PLC) for training and coordination in planning Troop activities
- Attends all Troop meetings or when necessary arranges for a qualified Troop substitute
- Participates in Troop committee meetings
- Conducts periodic parent sessions to share program and encourage parent participation and cooperation
- Takes part in annual membership inventory, uniform inspection, charter review meeting and charter presentation.
- Conducts Scoutmaster conferences for rank advancements
- Makes it possible so that each Scout can experience at least 10 days and nights of camping each year
- Participates in council and district events
- Build a strong Scout program using methods in Scouting
- Conduct all activities under qualified leadership, safe conditions and policies of the charter organization and the BSA Scouting.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Assistant Scoutmasters**

- The assistant Scoutmasters help operate the Troop. They can be assigned to specific program duties, such as a patrol, advancement or merit badges, and they report to the Scoutmaster. They also provide required two-deep leadership standards.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Troop Committee**

*The Troop Committee is the Troop's board of directors and supports the Troop program. Tenure for each position on the Troop committee is for one year, The following Troop Committee duties are excerpted from the Troop Committee Guidebook, BSA:*

- *Ensures quality adult leadership is recruited and trained*
- *Advises Scoutmaster on BSA and charter organization policies*
- *Supports leaders in carrying out program*
- *Is responsible for finances in line with the approved budget plan*
- *Obtains, maintains and properly cares for Troop property*
- *Serves on boards of review and courts of honor*
- *Supports Scoutmaster in working with individual boys and problems that may affect overall*
- *Troop program*
- *Provides for special needs and assistance some boys may require*

## **Committee Chair**

- Organizes committee to see that all functions are delegated, coordinated and completed
- Maintains close relationship with Scoutmaster and Charter Organization Representative
- Interprets national and local policies to Troop
- Prepares committee meeting agendas
- Calls, presides over and promotes attendance at Troop committee meetings
- Ensures Troop representation at monthly roundtables
- Secures top-notch, trained individuals for camp leadership
- Arranges for charter review and recharter annually
- Plans charter presentation
- Leads Friends of Scouting campaign
- Keep records of Troop Alumni
- Handles re-chartering process
- Supervises adult and Scout registration process
- **Training:** Committee Specifics & Youth Protection

## **Secretary**

- Keeps minutes of Committee Meetings and sends out meeting notices
- Handles publicity
- Reports minutes of previous meetings at each committee meeting
- **Training:** Committee Specifics & Youth Protection

### **Finance Chairperson (No Access to Checkbook)**

- Reviews Troop checking and savings accounts for accuracy
- Keeps adequate records
- Leads in preparation of annual Troop budget
- Reports to Troop committee each meeting
- **Training:** Committee Specifics & Youth Protection

### **Treasurer (Primary Access to Checkbook)**

- Handles all Troop funds
- Maintains Troop checking and savings accounts
- Trains and supervises Troop leaders in record keeping
- Keeps adequate records
- Supervises money-earning projects
- Supervises Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Outdoor Activities Coordinator**

- Helps secure permission to use camping sites
- Serves as transportation coordinator by verifying there are enough seatbelts for each camp out
- Maintain an up-to-date list of drivers with valid copies of insurance cards and license #'s
- Ensures monthly outdoor program, according to activity plan established by Scouts' annual summer planning meeting.
- Promotes attendance at Troop campouts, and camporees to reach goal of an outing a month
- Secure tour permits for all Troop activities and completes the BSA Tour Plans online with the Scout (for non-Council events)
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Scout Coordinators**

- Assists the Scouts that have earned the Life rank regarding the process to earn Eagle
- Primary contact for the Scouts in regards to questions about the Eagle rank process
- Helps provide constructive feedback and reviews the Scout's Eagle presentations
- Helps provide constructive feedback and reviews the Eagle Scout book
- **Training:** Committee Specifics & Youth Protection

### **Summer Camp Coordinator**

- Promotes attendance at Summer Camp
- Organizes Merit Badge class registration
- Coordinates travel to camp
- Coordinates Scouts and adults while at camp to make sure Scouts complete Merit Badges
- Reports to Troop committee
- **Training:** Committee Specifics & Youth Protection

### **Advancement Coordinator**

- Encourages Scouts to advance in rank
- Maintain all Scout advancement records
- Arranges Boards of Review and Courts of Honor
- Develops and maintains merit badge counselor list
- Makes a prompt report on the correct form to council service center when a Troop board of review is held. Secures badges and certificates for the Courts of Honor.
- Reports to Troop committee every meeting
- **Training:** Committee Specifics & Youth Protection

### **Chaplain**

- Provides spiritual tone for Troop meetings and activities
- Gives guidance to Scout chaplain aide
- Promotes regular participation of each member in the religious organization of his choice.
- Visits homes of Scouts in time of sickness or need
- Give spiritual counseling when needed or requested
- Encourage Scouts to earn appropriate religious emblems
- Report to Troop committee at every meeting
- **Training:** Committee Specifics & Youth Protection

### **Popcorn Chairperson**

- Manages the popcorn fundraiser for Scouts
- Communicates and collects the various Scout orders.
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report on the Money collected for Scout Accounts
- **Training:** Attend council Popcorn orientation meeting & Youth Protection

### **Clothing Chairperson**

- Manages the new clothing orders
- Communicates and collects orders
- Distributes clothing twice annually for Troop clothing.
- **Training:** Committee Specifics & Youth Protection

### **Training Coordinator**

- Ensure Troop leaders and committee members have opportunities for training
- Maintains inventory of up-to-date training resources
- Responsible for BSA Youth Protection training within the Troop
- Encourage periodic youth leader training within the Troop and at the council and national levels
- Report to Troop committee at each meeting
- Assist in orientation of new parents
- Be watchful that the Troop is taking all steps to ensure the boys' safety
- **Training:** Committee Specifics & Youth Protection

### **Adult Quartermaster**

- Supervise and help the Troop procure camping equipment and expendable supplies
- Work with the Scout quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all Troop camping gear, and encourage Troops in the safe use of all outdoor equipment
- Report to the Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Recruitment Coordinator**

- Plan and coordinate Troop open house and Webelos events to invite new members into Troop
- Work closely with the Cubmaster and Webelos den leaders of neighboring Cub Scout Packs to provide a smooth transition from pack to Troop. Assist in developing and recruiting Den chiefs, and assist in crossover ceremony from Webelos to BSA Scouting
- Develop a plan for year-round membership flow into the Troop
- Encourage Scouts to invite their friends to join the Troop
- Keep track of Scouts who drop out of the Troop, and develop a plan to encourage them to rejoin
- Works with Committee Chairperson to track and submit new members for rechartering
- **Training:** Committee Specifics & Youth Protection

### **Medical Records Custodian**

- Coordinate annual collection of Troop medical forms of Scouts and adult leaders
- Ensure any Troop activity including high adventure and summer camp have current and proper medical forms well in advance of the beginning of the activity.
- Maintain medical form notebooks and makes at least one available to the Scoutmaster or designated health/safety officer for all Troop activities.
- Collect information about the location of hospitals/medical treatment centers and phone numbers in case of emergency for each campout.
- **Training:** Committee Specifics & Youth Protection

### **High Adventure Chairperson**

- Helps coordinate with the eligible Scouts in selecting a high adventure trip
- Serves as a support coordinator for the Scouts attending the trip
- Promotes attendance at high adventure trips
- Secure tour permits, travel arrangements and collects trip money if necessary
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Ceremony Chairperson**

- Maintain the record of Eagle Court of Honor ceremonies and scripts.
- Arrange for the Troop's Eagle Display to be updated
- Assist the families of Eagle candidates about how to print invitations, programs, make ceremony choices, reserve location for the ceremony, solicit letters of congratulation from dignitaries, and obtain the MacTavish Eagle Court of Honor props from the Council.
- Maintain the chronological database of all the Troop's Eagle Scouts for use in printing Court of Honor programs.
- **Training:** Committee Specifics & Youth Protection

### **Wreath Fundraiser Chairperson**

- Manages the wreath fundraiser for Scouts
- Communicates and collects Scout orders
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report money collected for Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Friends of Scouting Chairperson**

- Assists the Council in their fundraising efforts
- **Training:** Committee Specifics & Youth Protection

### **Adult Historian**

- Assists the Scout Historian in planning an annual homecoming event for Troop alumni
- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Assists in annual presentation to charter organization on Troop activities
- **Training:** Committee Specifics & Youth Protection

### **Hospitality Chairperson**

- Assists Scouts in arranging refreshments and snacks at the quarterly Court of Honor
- Assist Scouts with arrangements for special events and decorations as necessary
- **Training:** Committee Specifics & Youth Protection

### **Assistant Hospitality Chairperson**

- Assists the Hospitality Chairperson
- Completes the role of the Hospitality Chairperson if they are unavailable
- **Training:** Committee Specifics & Youth Protection

# Parent Support

## Parent's Responsibility to the Troop

You are not required to attend the weekly Troop meetings or camp with the Troop. However, parents are welcome to attend all meetings and outings where accommodations allow. At all Troop functions, all attending adults and Scouts are under the direction of the Scoutmaster and Assistant Scoutmasters. **All Youth Protection requirements must be met.**

The entire family is encouraged to attend the quarterly **Court of Honor**. This is where the Scouts receive the awards that they have earned and are recognized for their rank advancement by the Troop Committee. A **"Parent's Ribbon"** is given to one parent upon the Scout's entrance into the Troop which a parent can wear with pride to these Troop events.

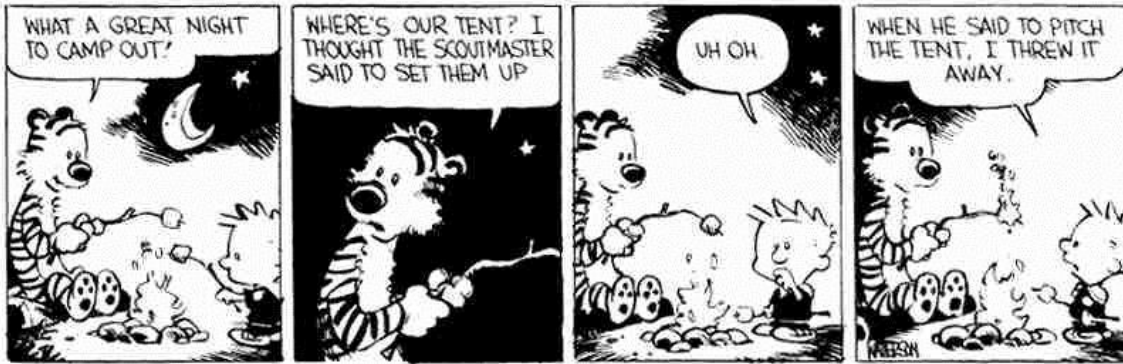
**We also encourage you to attend all Eagle Courts.** An Eagle Court of Honor is a special event planned by the Eagle recipient and his family. Scouting's highest award is presented in a variety of different venues, depending on the Scout's wishes. Your family should confirm your attendance or your inability to attend the special invitation that is sent, as most events are costly to carry out. We also encourage all Scouts to participate in Eagle Service Projects. All Scouts who reach the rank of Eagle deserve our support for their project and special ceremony, just as you would want others to support that of your own.

Our success as a Troop depends heavily on your support. In addition to attending these events, the Troop needs parent involvement. Your participation as a driver, merit badge counselor, committee member, or assistant Scoutmaster helps to ensure that our program remains diversified and strong.



# Parent's Responsibility to their Scout

Scouts participate in the Troop and its activities because they have fun and enjoy themselves. **Don't force them. Encourage them to participate. Encourage them to advance.** If there is a problem with your Scout or with us, talk to us about it. Every Scout has the potential to become an Eagle Scout. Scouting can help your child gain entrance to college, scholarship opportunities, and possible advancement in the military or their future profession. Your assistance, concern, encouragement, and support will help them to do their best.



# Financial Information/Registration

The Troop annual registration fee includes National Dues, Boy's Life Magazine, insurance, awards, Troop equipment and operating expenses. The cost is typically \$210.00 per Scout per year (averages \$17.50 per month) & Adult registration is \$57 (at least one adult per family is required to register). **Dues for new Scouts are collected at registration period for the upcoming year.**

There is typically an additional fee if participating in the following:

- \* campouts (see Campouts section)
- \* summer camp (see Summer Camp section)
- \* High Adventures (see High Adventures section).

Checks are preferred for traceability purposes, and all checks should be **written to "Troop 335."**

In addition, "Invest in Character" is a council-run fundraising program held annually, during the first quarter, for families who wish to contribute to the cost of operating our local council, scholarships and the summer camps that it owns and operates. Although the program is voluntary, the Troop depends on these camps and training provided by our council.



# Scout Accounts

Any money earned by a Troop fundraiser will be credited to the individual's Scout Account. Examples of fundraisers may include: annual wreath sales, popcorn sales, etc.

The Treasurer and Finance Chairperson will manage individual Scout Accounts for each individual Scout and will report each Scout Account balance annually or upon the request of the Scout.

The intent of the Scout Account is to allow Scouts to collect money through Troop fundraiser opportunities and then spend the money (without going over) on their Scouting activities. **The Scout Account funds may be used to pay or subsidize Scouting activities, such as:**

- **BSA Scout High-adventures fees**
- **BSA Scout Summer Camp fees**
- **Campout or Troop event fees**
- **Troop 335 recharter dues**
- **Troop 335 Eagle Project expenses**

We recognize that certain Scouting activities may be costly, such as high-adventure trips or summer camp. The Scout Account also allows the Scout to gather funds over a number of years or simply a short-term account to pay dues, campout fees or other activities.

- The Scout is not required to hold any money in their Scout account.
- Once the Scout has reached their 18<sup>th</sup> birthday or he chooses to not recharter with a Scout Troop, an individual's Scout Account will be closed.

**We highly encourage the Scouts to use/spend their Scout Account money to fund and subsidize all of their eligible Scouting activities.** Scout Accounts contain money raised during Scout fundraisers, so the generous people that donated to the Scout fundraiser expect the money to be used for Scouting purposes (and not to be used on personal items or non-Scouting related expenses). Scout Accounts are also not intended to be a personal savings or a savings account for individual Scouts. If any questions arise regarding the Scout Accounts, the Treasurer, Finance Chair, and Committee Chairperson will have sole discretion regarding the clarity of the Scout Account rules listed above.

# Our Pledge to You

Every Scout has the right to expect guidance, support, enthusiasm, and a good example set by both the adult and youth leadership as they progress through Scouting. Troop 335 has a solid history of building good citizens and young adults. Most of the youth who enter Troop 335 and remain involved, work on rank advancement and attend events, do reach the rank of Eagle Scout. It is not necessary for a Scout to attain Eagle to stay in the program and have fun. Our main goal is to make sure each Scout learns self-reliance, safety, survival skill, strong leadership qualities, respect for others, and a sense of duty to God, Country, and Self. We do this through a simple set of rules for members of Troop 335.

1. **Arrive and depart on time.**
2. **Respect others at all times.**
3. **Treat every other Scout as you would like to be treated.**
4. **Wear the uniform with pride.**
5. **Respect the premises you are on – no littering, running, or loud behavior.**
6. **If you have a problem, see a Scoutmaster.**
7. **Do your best to achieve rank, earn merit badges, and serve in positions of Leadership.**
8. **Follow the Scout Oath & Scout Law!**

***WELCOME TO SCOUT TROOP 335***

***WE ARE PROUD YOU HAVE CHOSEN OUR SCOUTING FAMILY!***



# Troop Guide

**Troop 335 Parent & Scout Information Packet**  
(Revised April 7, 2023)

**Unit: Scout Troop 335 (founded 1978)**

**District: Trailblazer**

**Council: “Pathway to Adventure Council”**

**Boy Scouts of America (founded 1910)**

## **Dear New Scout and Parents,**

This information packet is intended to familiarize you and your Scout with how Troop 335 operates, opportunities to support the Troop, your responsibilities to the Troop, and your responsibilities to your Scout. Please take the time to read all the information in this packet with your Scout. We will be glad to answer any questions in further detail.

**Note: For the most current version of the document, access to forms and the current calendar, please refer to our Troop website: [www.t335.org](http://www.t335.org)**

*(Note: For access any forms that contain Scout full names, contact our Scout webmaster for access to the secure portion of the website.)*



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# About Troop 335

**Scout Troop 335 is chartered by All Saints Lutheran Church, 630 South Quentin Road, Palatine, Illinois, United States of America** for the purpose of helping to develop the youth of the community through the BSA Scout Program. Membership in the Troop is not dependent upon membership in the church. Troop 335 is dedicated to providing service to the entire community and all families are welcome, regardless of faith. There are several service opportunities throughout the year for the Troop to “give back” to the church.

**Our Troop serves Scouts from: Barrington, Hoffman Estates, Inverness, Palatine, Rolling Meadows, Lake Zurich, Schaumburg, and other surrounding communities.**

Since its formation in 1978, the Troop has received many awards and honors on behalf of its Scouts, and has seen many of its Scouts attain the highest award in Scouting, the rank of Eagle Scout. Rank advancement and development of Scout skills in an atmosphere of fun is emphasized.

Our Troop has earned the Quality Unit Award, based on leadership, training of leaders, and Scout advancement, consistently over the past years.





# What is a “Scout-Led Troop”?

**We provide the Scouts with the opportunity to make decisions, make mistakes (and learn from them), and make connections. It's great to see a young person take on a job and complete it; it's even better to see him learn from it and do it better the next time.**

As written online by another Scoutmaster: *"The hardest thing for the adults to do is to allow the Scouts to fail. A few weeks ago (while the SPL and Scoutmaster were on a high adventure outing with five other older Scouts) the Troop planned a meeting at the local park. Well, communication was not what was needed. When I (Scoutmaster) asked the SPL about the Troop meeting one day in advance, "Hey, is everything in order?", he said yes. I asked him if everyone knew about the proper meeting location, he again said yes. I asked him how they received this information. The SPL said by email. I asked him how come I didn't know and had not yet received an email. I got shoulder shrugs. I asked if he got an email. His response was he didn't check. He finally said in an exasperated tone, "Dad, everyone knows where to meet. Don't worry about it. Well the next evening about 10% of the boys show up at the park. I advised sending a "runner" to our regular spot (about two miles away) and finally, about 45 minutes later the SPL starts the meeting. I got lots of 'feedback' from adults telling me I screwed up, should have notified everyone, yadda, yadda, yadda. I have developed thick skin and just shrugged my shoulders and said they should talk to the SPL. A few weeks later, communication was done on a much better level when we had a location change. I did my job - they boys learned something and nobody got hurt!"*



## Scout-Led Troop

Task	Scouts	Adult Leadership
Determine, plan, budget and execute on monthly activities	Yes ("Event SPL" with Patrol Leaders)	No
Assign "Event SPL"	Yes, through volunteering	Yes, Scoutmaster only if no volunteers
Sign any legal documents and pay fees to camps	No	Yes
Reserve Church & Reserve Event Location	Yes, if it does not require payment. No, if it requires payment or is the Church	Yes, only if requires payment and request or Church location requested
Communication (website, phone, email & text) about allactivities	Yes	Only parent related communication
Arrange Transportation of boys to and from activities	No, but Scouts need to be sure it is part of the plan	Yes
Arrange Trailer to be driven to and from event	No, but Scouts need to be sure the trailer is packed properly	Yes
Plan & Manage safety	Yes	Yes
Senior Patrol Leader (SPL) & PLC lead all meetings. (From pre-opening/ gathering activities, uniform inspections to presentations to games)	Yes	No, except for Scoutmaster Minute
Plan and Execute all Service Projects.	Yes	No
Hold regular Patrol Leader Councils (PLCs) (1st Monday of every month or other agreed time)	Yes	No
Committee Meetings (3rd Tuesday of every month) & District Roundtable (2nd Wednesday of every month)	No	Yes
Sign-off on "Scout" through "First Class" rank requirements	Yes (Star, Life & Eagle rank)	No
Scoutmaster Conference Board of Review	SMC - Yes, but needs to request it from Scoutmaster BOR – Notify Adult Advancement Chair	Yes, only if requested
Provide instruction & training	Yes (SPL, PLC & Patrol Leaders)	No, unless asked
Coach & Mentoring	Yes, to each other	Yes, via the SPL & Event SPL

## Differences between Cub Scouts and Scouts

<b>Topic</b>	<b>Cub Scouts</b>	<b>Scouts</b>
<b>Meetings</b>	Two monthly Den meetings and one monthly Pack meeting	Weekly Troop meetings, one monthly campout/outing
<b>Meetings Planned By</b>	Adult leaders (Den Leader, Cubmaster, and Parents)	Patrol Leader's Council (Senior Patrol Leader, Asst. Senior Patrol Leaders, Patrol Leaders, etc...)
<b>Meetings Conducted By</b>	Cubmaster (Pack meetings) Den Leader (Den meetings)	Senior Patrol Leader (Scout)
<b>Organization</b>	Scouts broken up into Dens based on grade	New Scouts are integrated into patrols.
<b>Scouts Led By</b>	Den Leader (adult)	Patrol Leader (Scout)
<b>Campouts/Outings</b>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by adults.</li> <li>• Adult partner required with each Cub Scout.</li> <li>• Meals planned and prepared by adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Chosen, planned and coordinated by Patrol Leader's Council (Scouts) with logistic assistance by Outdoor Activity Coordinator (adult).</li> <li>• At least two adults required for each outing.</li> <li>• Meals planned and prepared (including purchasing food) by each Patrol.</li> </ul>
<b>Ranks</b>	<p>Den Leaders assist Cub Scouts with their grade's five different ranks:</p> <ul style="list-style-type: none"> <li>• Tiger</li> <li>• Wolf</li> <li>• Bear</li> <li>• Webelos</li> <li>• Webelos 2</li> </ul>	<p>Unlike Cub Scouts, the Scouts are responsible for working on their own advancements. Scouts must confer with one of the Troop leaders to be tested for requirements achievement, and have requirements signed off in their BSA Scout Handbooks. The BSA Scout Advancement program has six different ranks:</p> <ul style="list-style-type: none"> <li>• Tenderfoot</li> <li>• Second Class</li> <li>• First Class</li> <li>• Star</li> <li>• Life</li> <li>• Eagle</li> </ul>
<b>Cubmaster/Scoutmaster Role</b>	In Cub Scouts, the Cubmaster is the "Master of Ceremonies" and is the focal point for Pack meetings.	<p>In Scouts, the Scoutmaster is an "advisor" or "coach" who works with the junior leaders to help them plan and lead the program.</p> <p><i>Note: This is an important distinction to understand, since the Scout-led Troop meeting sometimes looks unplanned and/or chaotic, but is really the result of the Scouts trying some new things, learning and making mistakes.</i></p>

# Troop Program

The aims of the Boy Scouts of America program are Character Development, Citizenship Training, Service Opportunity, and Personal Fitness. These aims are achieved through the use of eight methods: The Ideals of Scouting, Advancement, Uniform, Outdoor Program, Leadership Development, Adult Association, and Personal Growth.

As it is in all Troops, Scouts lead the program. The Scoutmaster and a group of Assistant Scoutmasters guide and supervise them. The **Scout Patrol Leaders** (the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guides, and Patrol Leaders) provide the Scout leadership. The Senior Patrol Leader is elected by the youth membership twice yearly. **An annual planning meeting is held, usually in August**, where the upcoming events and activities for the program year are planned by the Scouts and reviewed with the adult leadership. **The Patrol Leaders meet the first Monday of each month (or another agreed date/time)** to plan and review the upcoming month's activities during a Patrol Leader Council (PLC) Meeting. The rest of the Troop members do not usually attend, but may come to observe, if desired. Members of the Patrol Leadership must commit to attending meetings, provide leadership at all events, and ensure that all members are treated with respect and fairness.

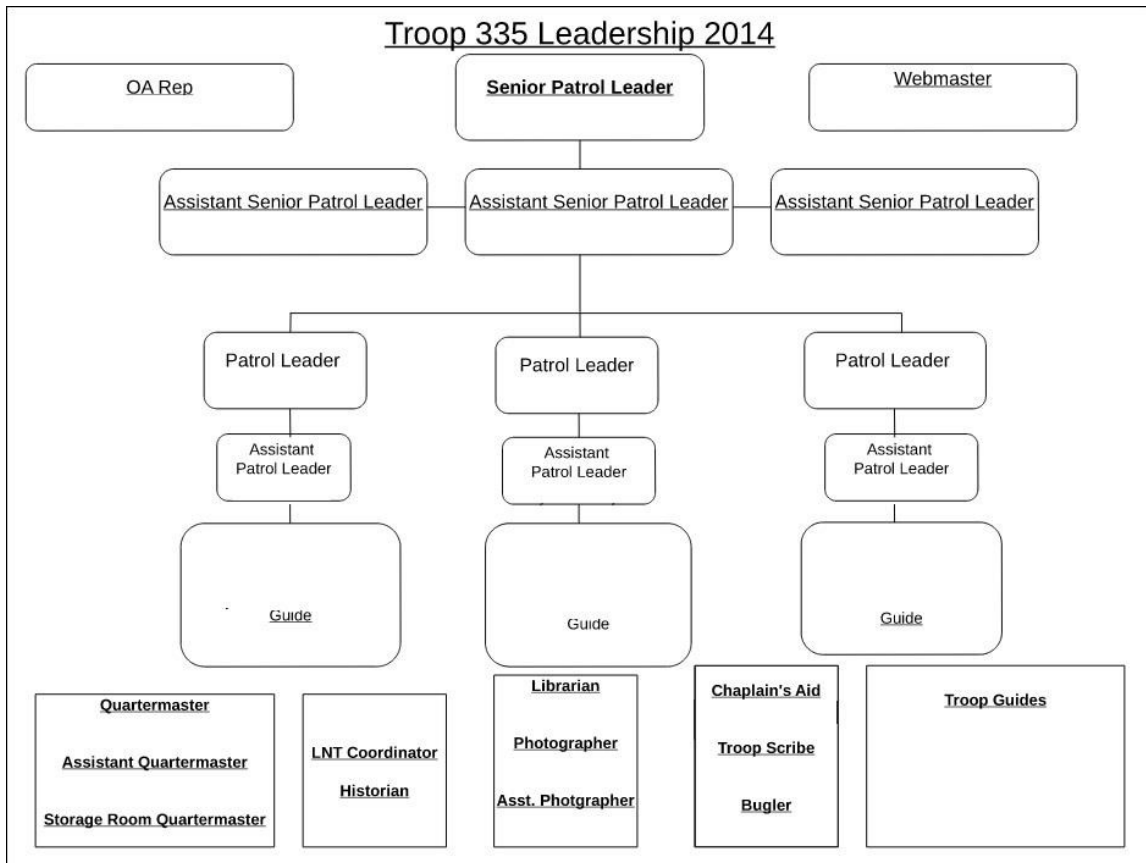
The Scouts are organized into **patrols**, each with its own Patrol Leader, Assistant, and assigned positions. A patrol functions together during meetings and campouts. Members of each patrol plan menus, buy their food, cook, and cleanup, work and have fun together. **It is the responsibility of the Patrol Leader to communicate to the patrol members each week to inform them of upcoming activities, change of meeting location or type of uniform for the following week, etc. If the Scout has not received this information by Sunday afternoon, it is then his responsibility to contact the Patrol Leader for this information.**

# Scout Leadership Roles

This section is excerpted from "Troop Leader Training" published by BSA

Troop 335 is actually led by its youth leaders. With the guidance of the Scoutmaster and assistants, the Scouts plan the program, conduct Troop meetings, and provide leadership among their peers.

Troop 335 holds elections about every six months for the Senior Patrol Leader. The SPL then appoints other Leadership positions based on interest of the Scouts and the approval of the Scoutmaster.



## **Introduction to Leadership Skills for Troops**

This training will provide an introduction to leadership skills for youth in Scout troops. The training course is delivered to the youth of the troop by older and more experienced youth as soon as a young person has been selected by his or her peers for a leadership position. Youth are introduced to the skills of leadership and the tools they will use to implement their vision of adventure and leadership in their role as a youth leader in their troop. The syllabus is available from the BSA through the youth training link on the BSA's Training web page:

<http://scouting.org/Training/Youth.aspx>

### ***Who is eligible?***

- All Scouts. A member of Troop 335 will provide this training annually during a selected Troop meeting.

## **Scout Leadership Role Descriptions**

### **Senior Patrol Leader (SPL)**

- Presides at all Troop meetings, events, activities and annual program planning conference
- Chairs the patrol leaders' council
- Appoints Scout leaders with the advice and consent of the Scoutmaster
- Assigns duties and responsibilities to other youth leaders
- Works with the Scoutmaster in training youth leaders
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Must be First Class Rank or above
- Shows and helps develop Scout spirit

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

- Is responsible for training and giving correct leadership to the following appointed youth leaders: historian, Order of the Arrow Troop representative, scribe, librarian, instructor, quartermaster, and chaplain aide
- Helps lead meetings and activities as called upon by the Senior Patrol Leader
- Guides the Troop in the Senior Patrol Leader's absence
- Performs tasks assigned by the Senior Patrol Leader
- Functions as a member of the Patrol Leaders' Council
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Patrol Leader**

- Plans and leads patrol meetings and activities
- Keeps patrol members informed
- Assigns each patrol member a task and helps them succeed
- Represents the patrol at all Patrol Leaders' Council (PLC) meetings and the annual program planning conference
- Prepares the patrol to take part in all Troop activities
- Shows and helps develop patrol spirit
- Works with other Troop leaders to make the Troop perform well
- Knows what patrol members and other leaders can do
- Sets a good example
- Wears the Scout uniform correctly
- Instructs Scouting Skills are needed within the Troop or patrols
- Prepare well in advance for each teaching assignment
- Lives by the Scout Oath and Law

**Assistant Patrol Leader**

- Helps the Patrol Leader plan and lead patrol meetings and activities
- Helps the Patrol Leader keep patrol members informed
- Helps the Patrol Leader prepare the Troop to take part in all Troop activities
- Leads the patrol in the Patrol Leader's absence
- Shows and helps develop patrol spirit
- Represents the patrol at all Patrol Leader Council meetings in the patrol leader's absence
- Works with other Troop leaders to make the Troop perform well
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law

**Den Chief**

- Serves as the activities assistant at Cub Scout den meetings
- Meets regularly with the Den leader to review the den and pack meeting plans
- If serving as a Webelos Den Chief, helps prepare Cub Scouts to join BSA Scouting
- Projects a positive image of Scouting
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Troop Guide**

- Introduces new Scouts to Troop operations
- Guides new Scouts through early Scouting activities
- Helps new Scouts earn the First Class Rank in their first year
- Coaches the Patrol Leaders
- Attends Patrol Leaders' Council meetings
- Coaches individual Scouts on Scouting challenges
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- Teaches basic Scout skills

**Quartermaster**

- Keeps records of patrol and Troop equipment
- Keeps equipment in good repair
- Keeps equipment storage areas neat and clean
- Issues equipment and sees that it is returned in good order
- Suggests new or replacement items
- Works with the Adult Quartermaster
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit



**Chaplain Aide**

- Keeps Troop leaders appraised of religious holidays when planning activities
- Assists the Troop chaplain or religious coordinator in meeting the religious needs of Troop members while on activities
- Encourages saying grace at meals while camping or on activities
- Leads worship services on campouts
- Tells Troop members about the religious emblems program for their faith
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Scribe**

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records Troop announcements at weekly meetings and communicates them to the Troop.
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

**Librarian**

- Establishes and maintains a Troop library
- Keeps records on literature owned by the Troop
- Adds new or replacement items as needed
- Has literature available for borrowing at Troop meetings
- Maintains a system to check literature in and out
- Follows up on late returns
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Photographer**

- Takes pictures at all meetings, ceremonies and activities
- Posts appropriate pictures on Troop website
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Historian**

- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Takes care of Troop trophies and keepsakes
- Plans annual homecoming event for Troop alumni
- Makes annual presentation to charter organization on Troop activities
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

### **Leave No Trace Trainer**

- Teaches Leave No Trace principles to Troop
- Ensures Troop follows these principles on outings
- Has thorough understanding of and commitment to Leave No Trace
- Can help Scouts earn Leave No Trace award.
- Functions as a member of PLC
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit
- As one of the requirements to hold this position, the **Scout must complete the Leave No Trace Trainer Instructor course**. This is the only youth position that REQUIRES a training course.

### **Order of the Arrow Troop Representative**

- Serve as a communication link between the Order of the Arrow lodge or chapter and the Troop
- Encourage year-round and resident camping in the Troop
- Encourage older Scout participation in high-adventure programs
- Encourage Scouts to actively participate in community service projects
- Assist with leadership skills training in the Troop
- Encourage Arrowmen to assume leadership positions in the Troop
- Sets a good example
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows and helps develop Scout spirit

# Uniform Policy

The Troop's uniform policy consists of Class A, B, or C

**Class A** - consists of:

- official Scout shirt,
- jeans or official Scout pants/shorts
- Troop neckerchief with slide
- Scout belt
- Merit badge sash, if applicable.

This is worn to all weekly Troop meetings, Court of Honors, Scoutmaster Conferences, Board of Reviews, all District and Council events, and whenever representing Scouting to the public. New Scouts will receive a Troop neckerchief upon joining the Troop. The Scout should also consider the Scout Handbook, paper and pen or pencil part of the uniform.

**Class B** - uniform consists of a Scout or Troop shirt and appropriate pants/shorts. This is to be worn for outings and other events designated by the Senior Patrol Leader (SPL) or Scoutmaster. Troop tee shirts are available through the committee at a nominal cost.

**Class C** - is civilian clothes. This is to be worn when the Scouts are to participate in an activity that could damage the uniform. To be specified by the Senior Patrol Leader (SPL) or Scoutmaster.

Uniform inspections will occur at the request of Senior Patrol Leader (SPL) or Scoutmaster.



# Advancement



**Scout | Tenderfoot | Second Class | First Class | Star | Life | Eagle**

Within the first few meetings the new Scout attends, the Scout should be able to earn the rank of "Scout". Each Scout has a very individual pace of advancement through the next ranks of Scouting. Much of the work on the ranks of Tenderfoot, Second Class, and First Class is done within the patrol and on campouts. Along with active participation in all Troop activities, time and support from home is also needed for the Scout to advance in ranks.

After achieving First Class, a Scout must serve in positions of leadership within the Troop and earn merit badges to attain the ranks of Star and Life. A Scout needs to earn a total of 21 merit badges (including the fourteen required badges), have a record of leadership, Troop participation, and complete a major service project for the community before he can earn the rank of Eagle Scout.

**ALL Scouts are individually responsible for pursuing their rank advancement and completing the requirements.** Scoutmasters and Patrol Leaders will encourage the Scout, but will not remind them to do so. It is great for new Scouts to work on 1-2 requirements per week and get into the habit of having their books signed at each meeting. This is the best way to advance through the first few ranks.

**Step 1:** As each requirement for Tenderfoot, Second Class and First Class is completed, the Scout will have a fellow Scout of Star rank or higher, sign it off in his Scout Handbook. Only the Scoutmaster or an Assistant Scoutmaster can sign off the ranks of Star and Life. When all requirements for rank have been signed-off, the Scout may request a Scoutmaster's Conference from our Advancement Coordinator.

**Step 2:** The **Scoutmaster's Conference** is an opportunity for the Scout to discuss their progress, their goals, any problems they are having, and to demonstrate that they have completed all of the requirements for the rank. Conferences must be completed before the evening of Board of Review. They must appear in full uniform with their signed handbook.

**Step 3:** If they have successfully completed the Scoutmaster Conference, the Scout will be eligible for a **Board of Review**. The Board verifies that the Scout has completed all of the requirements for the rank and that they have retained what they have learned. **He must appear in full uniform with his signed handbook.**

**Step 4:** Upon passing their Board of Review, the Scout has advanced to that rank. The Scout and their parents are recognized for the achievement at the next quarterly Court of Honor and receive their new rank patch.



# Merit Badges

Your Scout may **start working on merit badges at any time** and will probably earn a few if he attends summer camp during his first year. There are numerous merit badges available for the Scout to earn.

To earn Eagle rank, the Scout would earn a **minimum of 21 merit badges** (most Scouts earn more than 21), including the following:

1. First Aid
2. Citizenship in the Community
3. Citizenship in the Nation
4. Citizenship in Society
5. Citizenship in the World
6. Communication
7. Personal Fitness
8. Emergency Preparedness OR Lifesaving
9. Environmental Science OR Sustainability
10. Personal Management
11. Swimming OR Hiking OR Cycling
12. Camping
13. Cooking
14. Family Life

## List of Merit Badges

- American Business
- American Cultures
- American Heritage
- American Labor
- Animal Science
- Animation
- Archaeology
- Archery
- Architecture
- Art
- Astronomy
- Athletics
- Automotive Maintenance
- Aviation
- Backpacking
- Basketry
- Bird Study
- Bugling
- **Camping**
- Canoeing
- Chemistry
- Chess
- Cinematography
- **Citizenship in the Community**
- **Citizenship in the Nation**
- **Citizenship in Society**
- **Citizenship in the World**
- Climbing
- Coin Collecting
- Collections
- **Communication**
- Composite Materials
- **Cooking**
- Crime Prevention
- **Cycling**
- Dentistry
- Digital Technology
- Disabilities Awareness
- Dog Care
- Drafting
- Electricity
- Electronics
- **Emergency Preparedness**
- Energy
- Engineering
- Entrepreneurship
- **Environmental Science**
- Exploration
- **Family Life**
- Farm Mechanics
- Fingerprinting
- Fire Safety
- **First Aid**
- Fish and Wildlife Management
- Fishing
- Fly Fishing
- Forestry
- Game Design
- Gardening
- Genealogy
- Geocaching
- Geology
- Golf
- Graphic Arts
- Health Care Professions
- **Hiking**
- Home Repairs
- Horsemanship
- Indian Lore
- Insect Study
- Inventing
- Journalism
- Kayaking
- Landscape Architecture
- Law
- Leatherwork
- **Lifesaving**
- Mammal Study
- Medicine
- e
- Metalwork
- Mining in Society
- Model Design and Building
- Motorboating
- Moviemaking
- Music
- Nature
- Nuclear Science
- Oceanography
- Orienteering
- Painting
- **Personal Fitness**
- **Personal Management**
- Pets
- Photography
- Pioneering
- Plant Science
- Plumbing
- Pottery
- Programming
- Public Health
- Public Speaking
- Pulp and Paper
- Radio
- Railroading
- Reading
- Reptile and Amphibian Study
- Rifle Shooting
- Robotics
- Rowing
- Safety
- Salesmanship
- Scouting Heritage
- Scholarship
- Scuba Diving
- Sculpture
- Search & Rescue
- Shotgun Shooting
- Signs, Signals and Codes
- Skating
- Small-Boat Sailing
- Snow Sports
- Soil and Water Conservation
- Space Exploration
- Sports
- Stamp Collecting
- Surveying
- **Sustainability**
- **Swimming**
- Textile
- Theater
- Traffic Safety
- Truck Transportation
- Veterinary Medicine
- Water Sports
- Weather
- Welding
- Whitewater
- Wilderness Survival
- Wood Carving
- Woodwork

**The Scout needs to request a Blue Card from the Scoutmaster or Assistant Scoutmaster when he is ready to begin working on a merit badge.** A merit badge book specific to that badge may be obtained from the BSA online library, Troop library, local community library or the Scout Shop. The online library is <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/merit-badges/>

Make sure the book is current, as some of the requirements do change over the years. Some merit badge worksheets are also found on the Internet.

It is the Scout's responsibility to contact a merit badge counselor to review what is required of them to complete the requirements. Merit badge counselors are individuals who are professionals, have expertise, or special training in the area of the specific merit badge. They are registered with Scouting and may sign off on the official Blue Cards. **The Buddy System requires that a Scout not be alone when meeting with a counselor.** Completed Blue Cards are given to the Advancement Chairperson and the badges are awarded at the following Court of Honor. Also, research merit badge classes in your area, and begin working on your fourteen Eagle required merit badges early.





# Scoutmaster Conference

## 1. What is a Scoutmaster Conference?

A Scoutmaster meeting (or Scoutmaster Conference) is any discussion between a Scoutmaster and a Scout.

A Scoutmaster Conference is also a requirement for the completion of each rank. During a Scoutmaster Conference where the Scout wishes to discuss rank, we use the discussion as an opportunity to simply check that all other rank requirements are completed prior to a Board of Review. Therefore, the Scoutmaster Conference is typically the last requirement to be signed-off before the Board of Review (the final step for a new rank).

For Scout, Tenderfoot, Second Class and First Class ranks: Requirements are confirmed and signed-off if completed by the Scouts with Star rank, Life rank, or Eagle rank -- except the Scoutmaster Conference, Board of Review and the requirement regarding the Scout Law and Scout Oath, which is confirmed and signed off if completed by the Scoutmasters.

For Star, Life and Eagle ranks: All requirements (except the Board of Review) are confirmed as completed by the Scoutmasters.

## 2. How does a Scout sign-up for a Scoutmaster Conference?

You can meet with Scoutmasters at any time! But once a Scout feels that they have met the rank expectations by completing all of the requirements, the Scout should write their name on the "Scoutmaster Meeting" clip board at the Troop meeting.

To not disrupt Troop meetings, Scoutmaster Conferences regarding rank typically happen outside of the Troop meetings (especially for First Class, Star rank, Life rank and Eagle rank). So, it is helpful if the Scout also provides date/time availability.

Scouts should prepare for your Scoutmaster conference by again reviewing any prior meeting notes and the rank requirements. Scouts should be prepared with examples of how you live the Scout Oath and Scout Law in your daily life. In addition, for Star rank, Life rank, and Eagle rank, Scouts should also be prepared with specific examples and detail of how you completed each requirement.

## 3. What does a Scout bring and wear to a Scoutmaster Conference?

A Scout must:

- > bring the Scout handbook
- > bring a pad of paper (and pencil/pen)
- > wear their full-First Class A uniform (exactly as described in our Troop Guide)

#### **4. What is discussed at a Scoutmaster Conference?**

a) There are at least two Scoutmasters at a Scoutmaster Conference for rank. Our primary rule is that there are no "wrong" answers except a lie. Some Scouts also share private feelings that they wish to keep confidential. Therefore, to maintain trust, Scoutmasters will not share anything outside the conference room that was specifically discussed inside the room.

b) During the first part of the meeting, the Scouts are asked questions and expected to give specific examples of how they have completed the requirements, including:

- \* How well are they enjoying the Scouting experience
- \* Specific examples of how they completed each requirement for the rank (for Star, Life and Eagle ranks)
- \* Does the Scout understand and how do they practice the Scout Law and Scout Oath
- \* What are their future aspirations

c) During the second part of the meeting:

- \* If any requirement was not complete, we discuss the requirement further and the Scout is given a specific list of ways to accomplish the remaining requirement(s)
- \* If the requirements are all completed and signed-off, Scouts are also told what is expected for the next rank

#### **5. If a Scout has incomplete requirements, what needs to be done to complete them?**

Scouts: If you are ever unclear about your progress or the expectations for your next rank, we encourage you to meet with a Scoutmaster (and bring your notebook!)

Parents: During the Scoutmaster Conference, we review the list of rank requirements that were not yet completed your Scout, and most Scouts choose to write notes (which we highly encourage). If you have any questions regarding any specific requirements that are incomplete or what expectations would meet the requirements, we encourage you to discuss them with your Scout.

#### **6. How can PARENTS help their Scout advance?**

For all parents it's difficult to see your Scout struggle, and it's quite easy to jump in and do a task or requirement for them. **DO NOT!** It is important that parents don't make the phone calls, draft the emails, set the goals, write lists, and "do" the requirements for your Scout. If your Scout asks for help, be supportive by helping to review their drafted email, help them brainstorm ideas, praise them for the tasks completed, and ask them about their progress. Again, you can be supportive, but be careful not to overstep into completing their responsibilities or requirements.

Remember, the Scouting program is intended to be a journey of personal growth (it is not intended to be a simple destination). Be supportive of the program and your Scout by continually encouraging them to challenge themselves and to try new situations and tasks. Most parents are surprised at the things that their children can do - if you only allow them try it!

Again, your Scout can meet with Scoutmasters at anytime to review their progress or if they has questions about the rank requirement expectations. If your Scout is ever unclear about their progress or the expectations for their next rank, encourage them to meet with the Scoutmaster (and encourage them to bring a notebook!).

I hope this provides everyone some insight into the Scoutmaster meetings and the rank advancement process. If you ever have any questions, please feel free to schedule some time with the Scoutmaster and they would be happy to discuss any of your questions or concerns.

## Campouts

The Troop plans an activity every month, which is typically a campout. The actual number and types of campouts each year are determined by the Scouts.

Parents are welcome on most campouts, but please observe the following rules:

1. The Scouts camp as patrols. The Patrol Leaders and Event's Senior Patrol Leader are responsible for the activities, under the guidance of the Scoutmaster and Assistants. Please don't interfere in a Scout's activities. **If you see a problem, talk to one of the Scoutmasters.**
2. On some campouts, the Troop will actively seek your help with some activities.
3. **Scouts should always sleep in tents with other Scouts even if their parents are at the campsite.**
4. All adults and visitors should prepare and eat meals and sleep in tents separate from the Scout patrols.

### Remember

The Scouts are the Scoutmaster's responsibility at Troop activities. Please refrain from giving Scouts permission/approvals during Troop events. Instead, direct them to the youth leaders. **The exception to this is safety. If safety of any attending adult or Scout is at risk, both Scouts and adults, regardless of age or rank, are asked to respond at once.**

**Scouts & Adults Costs:** Each campout typically has a small fee associated with it for food, transportation, campsite fees, and activity fees. The typical campout is \$20-\$50 each Scout. Unless otherwise specified, the Troop will pay for trained Adult leader fees to attend each campout, which will subsidize the cost for the adults assisting with the campout.



## Typical Campouts

In addition to the annual Council-sponsored campouts below, the Scouts typically plan other campouts throughout the year, including:

- New Scout Overnight Campout
- Climbing Wall Overnight
- Submarine Overnight
- Patrol Competitions Campout
- Cabin Campout
- Museum Overnight
- Skiing Overnight

Campout Description	Duration	Location
Spring Camporee in March	Friday & Saturday night	Varies*
Annual Summer Camp	Saturday through Saturday (one week)	Owasippe Scout Reservation Twin Lake, MI
Webelos Unplugged in October	Friday & Saturday night	Varies*
Fall Camporee in November	Friday & Saturday night	Varies*
Klondike in January	Friday & Saturday night	Varies*

*\*Location may vary depending on attendance size, but usually held at Camp Sol R Crown or other nearby campsite.*

## Campout Leadership:

Each campout and activity is led by an “Event’s Senior Patrol Leader,” who will be responsible for planning, communicating, assigning positions, developing and collecting the permission slip, and leading the event.

Depending on the number of participants attending the particular campout, special patrols may be assembled:

- Each patrol is assigned a “patrol box”, which essentially contains a portable camp kitchen. All of these patrol items must be kept in proper condition. Dues may be used to repair or purchase any other items the boys require for their patrol activities.
- Each patrol is responsible for creating an approved menu and purchasing the necessary food for the menu.

# Summer Camp

The Troop attends Camp Owasisippe, one of the licensed BSA Scout Summer Camps, for at least one one-week session each summer. Summer camp is a great opportunity for the Scout to earn Merit Badges, bond with their Troop, develop responsibility away from home, and to have a lot of fun in the outdoors. Scouts can participate in many activities such as archery, boating, rifle shooting, swimming, cooking, and much more! Camp is usually held the last week of July/first week of August.

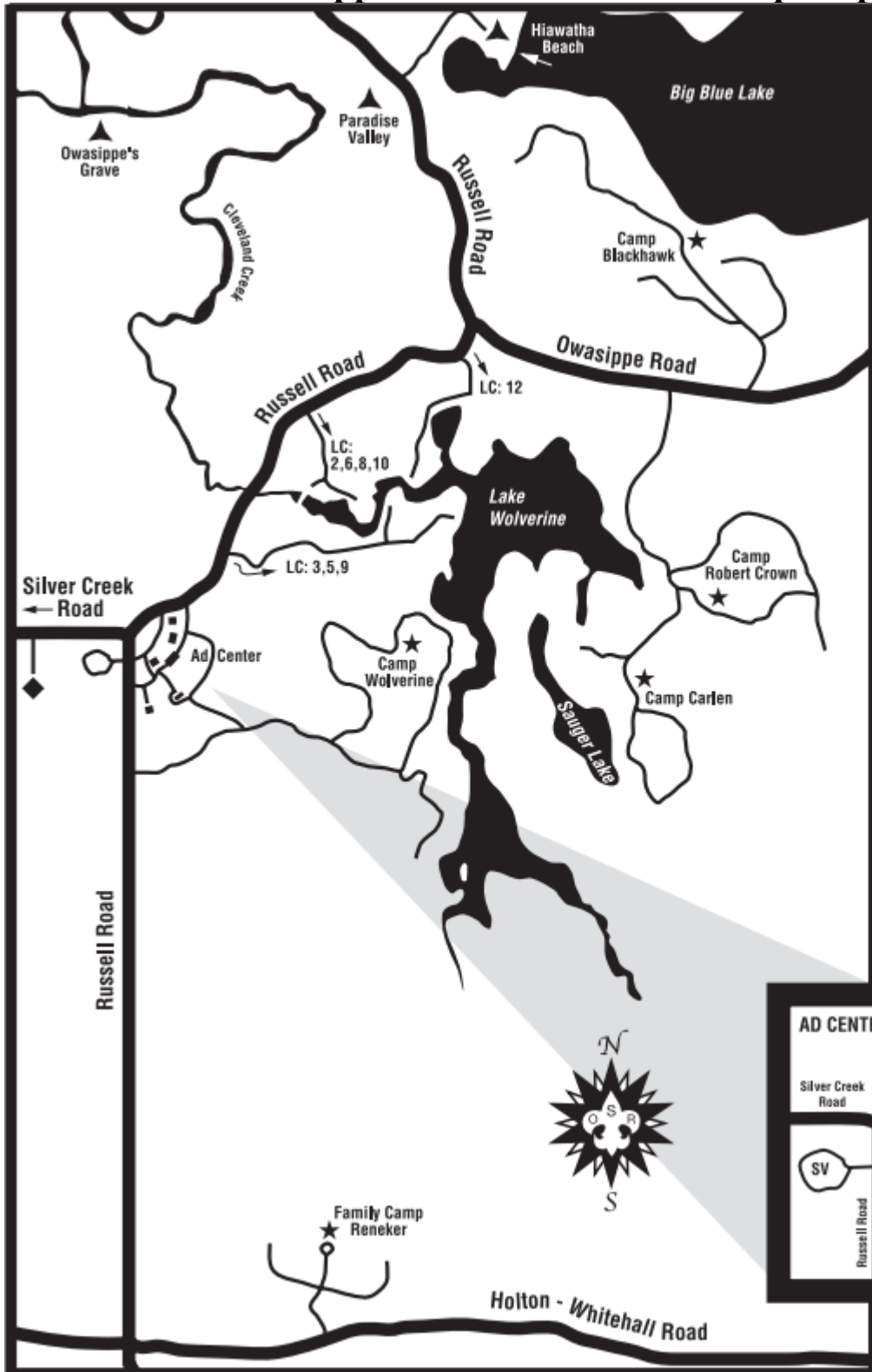
**Scout & Adult Costs:** The cost of summer camp is roughly \$350 for each Scout, which must be paid by the Scouts in full by the deadline in order to participate. The troop will subsidize the amount of two adult camp fees for any trained adults 21 years and older that choose to volunteer at the camp for the entire week of activities. There may be a small fee charged for all adults that attend a smaller portion of the week or who are not properly trained.

## Owasippe Scout Reservation

9900 Russell Road  
Twin Lake, MI 49457

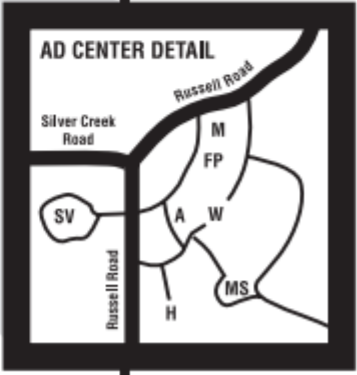


# Owasippe Scout Reservation Camp Map



Scale 1 : 22 159  
1 in. = approx. 615 yds.

Legend	
	.....Paved Rd.
	..... Camp Rd.
	..... Camp Office
	..... Landmark
	..... Horse Corral
	..... Lake
SV	..... Staff Village
H	..... Health Lodge
M	..... Museum
FP	..... Food Prep.
A	..... Admin. Bldg.
W	..... Warehouse
MS	..... Maintenance
LC	..... Lake Cabin



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# Service Projects

*Our Troop performs a lot of service, and almost all ranks require some amount of service time. We ask Scouts First class and above to plan and execute service projects, which gives them great practice for their Eagle project.*

These projects require parent help and support. You will be hearing about them as they come up, but typically include at least:

- Hospitality for church events, such as the Annual Women’s Dinner
- Support of Eagle Service Projects (variety of projects)
- Avon Walk (set up tents)
- Palatine Memorial Day Parade (participants)

Each year, one Scout and one adult may be chosen to receive the prestigious “**Troop 335 All Saints Lutheran Church Cheerful Service Award**” for the most recorded volunteer Scout service project hours during the single year that was donated to our community.

- No Scout or adult will receive the award more than once.
- Service hours for an Eagle Project do not count for the Scout attempting to achieve the Eagle rank nor for any adult(s) that is the parent/guardian of the Scout attempting to earn the Eagle rank (however, the other adults and Scouts choosing to assist in the Eagle project may receive credit for their service hours)





# Older Scout Programs

## High Adventure Trips

The experienced Scouts (**over 14 years of age**) who have **Star Class or Above** are eligible to attend our Troop's varied High Adventures. High Adventure trips are chosen by the eligible Scouts.

Recent High Adventure trips have included:

- Philmont (a working ranch in New Mexico)
- Boundary Waters (canoeing in the Northern Territory)
- fly-in fishing trips to Canada
- Sea Base in Florida
- Hiking in Alaska and in Glacier National Park in Montana
- National Jamboree (every 4 years) at The Summit with tens of thousands of other Scouters.
- 10-day bicycling trek within Illinois
- *and more!*

Note: Adults may only qualify to attend these high adventure trips if they:

- meet the physical requirements (required height/weight limits and medical exams)
- successfully passed all of the required BSA training courses for the trip
- consistently participated in other outdoor Troop camping trips

These trips challenge Scouts (and adults) physically as well as provide an experience of a lifetime.

**Scouts & Adult Costs:** Each Scout and Adult must pay for the high adventure fees, and must be fully paid by the deadline in order to participate. The cost generally range greatly between \$800 (for extended trips near home) to \$5000 (for trips overseas), but typically are about \$1500 per Scout.



## National Youth Leadership Training

The National Youth Leadership Training (NYLT) conference is a one-week leadership training course delivered by the local council to help youth further develop their capacity as leaders. The leadership skills introduced in ILS are developed in greater detail, and the weeklong training course delivers the skills by modeling a month in the life of a Scouting unit. Youth who function in leadership roles in their troop or crew will benefit from the experiences developed in this course. NYLT serves as a gateway course to the entire suite of the BSA's advanced youth leadership development courses.

### *Who is eligible?*

- All Scouts First Class rank and above

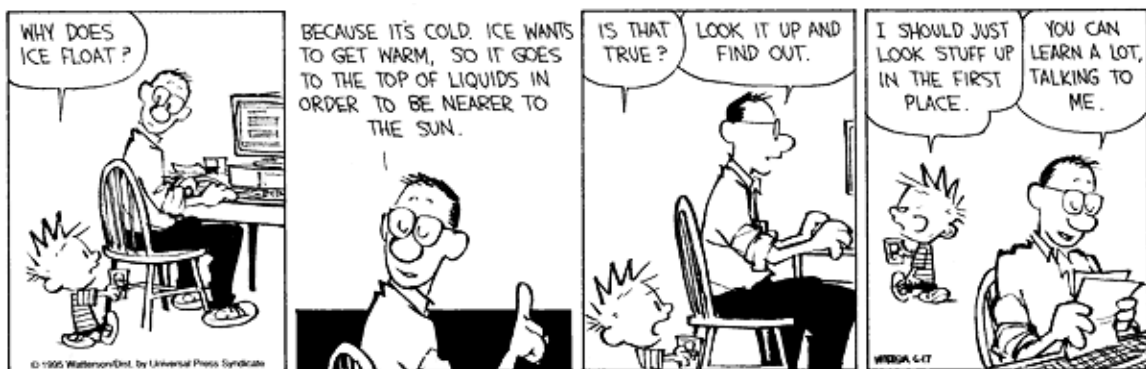
## Science, Technology, Engineering and Mathematics (STEM) & NOVA Awards

STEM is part of an initiative BSA Scouting has taken on to encourage the natural curiosity of youth members and their sense of wonder about these fields through existing programs. From archery to welding, Scouts can't help but enjoy the wide range of STEM-related activities. To support this initiative, BSA Scouting developed the Nova Awards program so that youth members have fun and receive recognition for their efforts.

BSA Scouting developed the Nova Awards program to excite and expand a sense of wonder in our Scouts. By working with an adult counselor or mentor, the various modules allow them to explore the basic principles of STEM and discover how fun and fascinating STEM can be. The Supernova awards are offered for those who enjoy a super challenge. For more information about STEM and the Nova Awards program, visit [www.scouting.org/stem](http://www.scouting.org/stem). Discover how the Nova Awards program helps youth be "Prepared. For Life."

### *Who is eligible?*

- All Scouts, but certain merit badges will need to be completed as part of the program.



## Order of the Arrow (OA)

The Order of the Arrow (OA) is the national honor society of BSA Scouting. It uses American Indian-styled traditions and ceremonies to bestow recognition on Scouts selected by their peers as best exemplifying the ideals of Scouting. Once per year, the Scouts may choose eligible Scouts within their Troop to join the Order of the Arrow.

The society was created in 1915 as a means of reinforcing the Scout Oath and the Scout Law. The goal was to establish these as lifelong guidelines, and to encourage continued participation in Scouting and camping. Inducted members, known as Arrowmen or Brothers, are organized into local youth-led lodges that harbor fellowship, promote camping, and render service to BSA councils and their communities. Members wear identifying insignia on their uniforms, most notably the OA pocket flap (representing their individual lodge) and the OA sash (worn at official OA functions) and are eligible for special OA awards. The OA program sponsors several events, awards, and training functions.

### *Who is eligible?*

- Only eligible Scouts that are nominated as candidates can be elected to be an OA member.
- To be a potential candidate, the Scout must first meet all specified requirements at the time of the annual election:
  - Approval of their Scoutmaster
  - Demonstrate Scout spirit (i.e., Scoutmaster certifies his adherence to the Scout Oath and Law and active participation in unit activities)
  - If below age 21, the Scout must also:
    - Be a registered member of the Boy Scouts of America
    - Hold the First Class rank of BSA Scouting (minimum)
    - After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the BSA Scouting. The balance of the camping must be overnight, weekend, or other short-term camps
    - Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee

# Personal Equipment

The new Scouts will be given the current edition of the Scout Handbook and should bring it to all Troop meetings and camp outs. The basic equipment requirements can be found there as well as advancement requirements and lots of fun things to learn. One of the requirements for the rank of Scout is for the parents to read and sign the first section of the handbook. No electronic games, CD players, or radios are allowed at Troop functions without the Scoutmaster's approval. Cell phone use by Scouts at Troop activities should be kept to emergency use only!



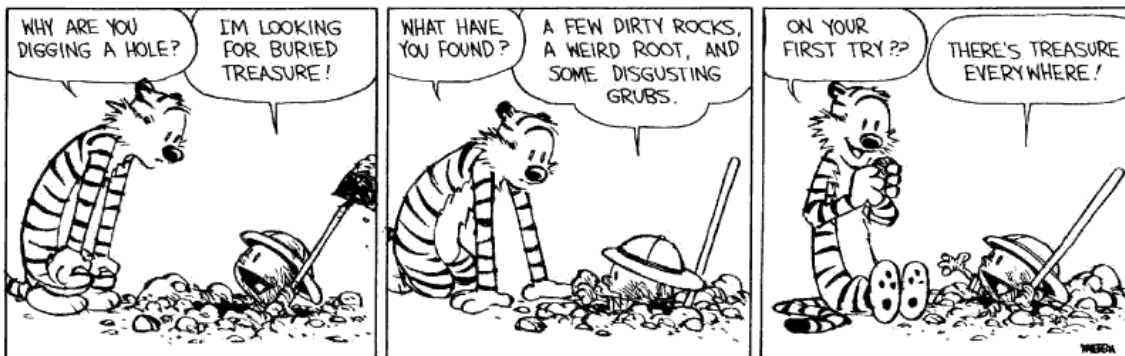
**Note: Tents, Lanterns and Cooking Utensils are available through the Troop for both Scouts and Adults. At the end of the campout, each Scout and Adult will be responsible to take home a tent and/or tarp to fully clean and dry-out the item(s). The item(s) are then to be returned and inspected by a Quartermaster at the following Troop meeting.**

### Personal Camping Packing List:

- **Summer/Spring:** Sun Protection, Insect Repellant, Sunglasses, Baseball Cap
  - **Winter/Fall:** Knit Cap, Gloves, Sweat Shirt, Hand Warmers, Long Underwear, Extra Fleece blanket, Jacket/Parka, snow pants
- 
- A Backpack & Large Bag
  - Portable chair/stool
  - Water Bottle
  - Mess Kit/Silverware
  - Scout Handbook & Notebook & Pencil
  - Wallet
  - Compass & Whistle
  - Camera/Cell Phone/Watch
  - Flashlight/Extra Batteries
  - Pocket Knife (only with Totin' Chip Card)
  - Fire Starter Kit (only with Fireman Chit Card)
  - Personal First Aid Kit
  - Prescription Medication (given to Scoutmaster or Assistant Scoutmaster)
  - Sleeping Bag & Pillow
  - Cot and/or Foam Sleeping Pad
  - Scout Uniform (Class A) & Class B Shirts
  - Long Sleeve Shirts & Extra Clothes
  - Long Pants/Shorts
  - Underwear & Socks
  - Sleeping Clothes
  - Boots/Hiking Shoes
  - Towels/Washcloths
  - Shampoo/Deodorant/Soap
  - Toothbrush and Toothpaste
  - Comb/Brush
  - Rain Gear

### LABEL EVERYTHING!!!

*Your Scout should always pack his/her own gear! This will provide many long-term benefits: he will know where/what gear he has brought to the campout, and he will get faster/better at packing next time!*



# Transportation

**Class A Uniform must be worn when traveling to and from every event. Remember, we represent BSA Scouting and our community as a whole when traveling to, participating in and returning from events.**

The Troop tries to arrange for and coordinate car pools for most events, but it is ultimately your responsibility to ensure that your son gets to outings and meetings. Most are less than an hour away. **On most outings, the Troop leaves from the Hunting Ridge School parking lot or an alternative location as specified on the event permission slip.**

**Hunting Ridge Elementary School**  
1105 W Illinois Ave, Palatine, IL 60067

All drivers of Scouts must be currently licensed, at least 21 years of age, be BSA registered, and meet all youth protection requirements.

When you drive for a Troop outing and carry Scouts, **the driver must have adequate, in-force auto insurance at the time of the trip. Seat belts are to be used at all times for each passenger.** No Scout may ride in the back of a pickup truck for any reason. Drivers are asked to have their cars fueled and ready for the trip before departure. It is recommended that each driver have a hands-free cell phone charged and available for communication, as needed.



# Adult Trip Reimbursement

We appreciate all of the adults that volunteer both their time and vehicles to support the Troop's activities. We want to encourage this adult support and the **Troop may choose to reimburse the adult(s) whose vehicles are needed to transport multiple Scouts (must include non-family members) over 150 miles to a single event or vehicles that transport a full-sized trailer to the various Scout activities.** We encourage all eligible adults to request the reimbursement for their vehicle costs listed below.

## How does an Adult request Trip/Gas Reimbursement?

To request reimbursement, you must mark it on the permission form and inform the trip's youth Senior Patrol Leader (SPL) that is organizing the trip. If eligible, the expense will then be recorded and paid along with other trip expenses after the trip is completed.

Reimbursements should only be requested by eligible adults. By requesting the trip reimbursement, the adult is certifying that they have met the eligibility criteria:

- Over 21 years of age (no one younger is ever permitted to drive a youth Scout during a Scout activity)
- Adult must have current valid driver's license
- Adult and vehicle must be currently insured and have sufficient automobile insurance
- Event must be over 30 miles from the initial meeting point (Hunting Ridge Elementary School)
- Adult must have a current Youth Protection Training (YPT) certification
- Vehicles must be carrying multiple youth Scouts over 150 miles during a single event; or the vehicle must be pulling the full-sized trailer with supplies

## How is Reimbursement Amount Determined?

Miles Per Gallon (mpg):

- 17 mpg for SUV (light duty vehicle) with multiple boys traveling over 150 miles during a single event
- 10 mpg for SUV towing the full-sized trailer

2021 Average Gas Price (AGP):

- \$3.30 per gallon

Distance (D):

- Hunting Ridge to Twin Lake, MI: 235 miles
- Hunting Ridge to Berrien Springs, MI: 130 miles
- Hunting Ridge to Trevor, WI: 35 miles
- Hunting Ridge to USS Silversides, MI: 261 miles
- Hunting Ridge to USS Cobia, WI: 157 miles

Calculation:

- $(D/\text{mpg}) \times (\text{AGP}) = \text{reimbursement amount}$

## What may be the Typical Adult Trip Reimbursement Amounts?

Typical round-trip reimbursement amounts:

Round-trip from Hunting Ridge to Twin Lake, MI: 235 miles

- SUV carrying boys: \$45.62
- SUV pulling full-sized Trailer: \$77.85

Round-trip from Hunting Ridge to Trevor, WI: 36 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$11.55

Round-trip from Hunting Ridge to Berrien Springs, MI: 130 miles

- SUV carrying boys: *Not eligible*
- SUV pulling full-sized Trailer: \$42.90

Round-trip from Hunting Ridge to USS Silversides, MI: 261 miles

- SUV carrying boys: \$50.66
- SUV pulling full-sized Trailer: \$86.13

Round-trip from Hunting Ridge to USS Cobia, WI: 157 miles

- SUV carrying boys: \$30.41
- SUV pulling full-sized Trailer: \$51.81

## What if there is a dispute regarding the amount given for a requested trip reimbursement?

- We wish to reimburse adults and legitimate expenses in a fair manner. **However, please note that a trip reimbursement is not required to be provided by the Troop.** If there happens to be a dispute or disagreement regarding a particular trip reimbursement request, the Committee Chairperson, Treasurer and Finance Chairpersons together will have the sole discretion in determining the qualifying amount (if any) and the final eligibility criteria for the trip reimbursement.

**Note: Any trip reimbursement request that is above or close to \$150 must be approved by the entire Committee during a regular monthly Adult Committee Meeting prior to any reimbursement money paid by the Troop.**

## Trailer Towing Vehicles

- Before any vehicle is used for towing a Troop 335 trailer it must be verified for capability and capacity to tow that specific trailer. The Troop Quartermaster can review your vehicle and if he has concerns, will recommend having it evaluated/modified by a local trailer shop (i.e. Master Hitch) or the vehicle dealer.
- To assist getting more adult leader vehicles available to transport Troop trailers the Troop will provide up to \$150 of assistance per vehicle to make trailer ready upgrades on towing vehicles.



# E-mail:

## Scouts:

A "SCOUT" email group is available at: "[troop335@googlegroups.com](mailto:troop335@googlegroups.com)"

This email address is used to distribute a message to the entire group of Scouts within Troop 335. Although it may occasionally be used by Adult Leaders to send out emails, we encourage this to be used by Scouts (not by parents nor parents on behalf of their son). In order to receive or send messages from this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

We highly encourage your son to obtain his own email address. Electronic communication (especially email) has become an essential communication tool at school, in the workplace, and within the Troop. In order to learn and use this form of communication properly, it is essential to practice this skill in a safe and friendly environment, such as Scouting.

A few Scout tips on e-mail etiquette:

- Do not use all capital letters (OR THAT MAY BE CONSIDERED SHOUTING)
- Respond to others in a timely fashion
- Avoid using shortcuts to real words, poor spelling or poor grammar
- Beware of the "reply all." We don't need to reply to the entire Troop email group if only certain people need the message. We should use the official roster when communicating to an individual or smaller group of Scouts.
- If the topic needs discussion or urgent, pick up the phone and try calling first
- If the topic is personal or sensitive in nature, do not use email. Emails may be misinterpreted and topics of any sensitivity should be discussed in person or on the telephone.

## Adults:

A "PARENT ONLY" email group is available at: "[troop335parents@googlegroups.com](mailto:troop335parents@googlegroups.com)"

This email address is used to distribute a message to the entire group of adults within Troop 335. This group will also receive all emails that are sent to the Scout group email address. In order to receive or send messages to this email group, you must have permissions granted to you (please see the Scoutmaster or Assistant Scoutmaster).

Youth Protection Training Reminder: If any adult is communicating via email with a Scout in another household, the adult must copy at least one other adult Scouting member (not within the same adult household) on the email communication. This policy applies to both any original email communications and any responses to a Scout's email. This policy is intended for the safety and protection of both the Scout and the adult member.

# Permission Slips & Health/Medical Forms

Permission slips are sent by the Event's Senior Patrol Leader prior to each outing with information as to the date, necessary timetable, location, costs, and necessary equipment. The tear off portion of the slip (along with any money) must be returned to the Troop with your signature in order for your son to attend the outing.

Health / Medical forms A and B must be filled out when you join the Troop and at renewal of registration each year. A Medical Exam (form C) is required for events over 72 hours, such as summer camp. These exam forms are valid for 12 months. They are the Troop's authorization for treatment in case of emergency and medical alert for allergies, etc. They also provide the Troop with the Scout's health insurance information, so that we can get the Scout the care necessary, if and when it may be required.



# Youth Protection (for Adults)

To ensure that Scout activities are conducted in a safe and prudent manner, guidelines from the BSA *Guide to Safe Scouting for Unit Activities* are closely followed.

**Youth Protection training is an online training course that is required for all BSA Scouting registered volunteers and must be taken every year.** If you are not yet a registered BSA member, you may still take the course and link your member ID after you receiving it. Upon completion, you may also print a certificate of completion and give to the Troop leader for processing at our local council.

A variety of other adult leadership training opportunities are available both online and through our local council. **Monthly Pathway to Adventure Roundtable Meetings and Order of the Arrow (OA) Chapter meetings are held on the first Wednesday of each month.** Adult Leaders typically attend Roundtable meetings, but all adults are welcome to attend (Note: the applicable material from this meeting is usually shared with other adults within the Troop at the Monthly Troop 335 adult Committee Meeting)

# Troop Committee

The adult Troop Committee oversees the entire program and ensures that the resources, leadership, and necessary support for the Scouting program are available, it approves a yearly budget, approves all Eagle Scout Service Projects, revises the Troop By-Laws as needed, selects Scoutmasters and Assistant Scoutmasters as needed, and approves the Scout's program. The Committee is made up of BSA-registered adults. All parents are encouraged to attend the monthly meetings, and to become involved in the Troop. **The Committee meetings are held on the third Tuesday of each month.**



See “Adult Leadership Roles” for specific committee positions.

# Adult Leadership Roles

All adults that are actively volunteering and participating in Adult Leadership roles are encouraged to purchase and wear the Scout uniform. Please see the Recruitment Coordinator to obtain a Troop 335 neckerchief and Troop numbers.

## Descriptions of Adult Leadership Roles

Tenure in each position is generally a one year commitment.

### Charter Organization Rep

The chartered organization representative is the direct contact between the Troop and the chartered organization (All Saints Lutheran Church). This individual is also the organization's contact with the district committee and the local council. The chartered organization representative may become a member of the district committee and is a voting member of the local council.

- Help select the right leadership for the unit.
- Serve as a liaison between the units and the organization.
- Promote the recruiting of new members and units.
- Help with the charter renewal.
- Suggest Good Turns to benefit the organization.
- Cultivate organization leaders, and encourage necessary training of existing and new leaders.
- Utilize district help and promote the use of district personnel and materials.
- Use approved unit finance policies.
- Cultivate resources to support the organization.
- Represent the organization at the council level.
- **Training:** Youth Protection

## **Scoutmaster**

The Scoutmaster is the adult leader responsible for the image and program of the Troop. The Scoutmaster and assistant Scoutmasters work directly with the Scouts.

- Trains and guides youth leaders
- Works with other responsible adults to bring Scouting to youth
- Meets regularly with Patrol Leaders' Council (PLC) for training and coordination in planning Troop activities
- Attends all Troop meetings or when necessary arranges for a qualified Troop substitute
- Participates in Troop committee meetings
- Conducts periodic parent sessions to share program and encourage parent participation and cooperation
- Takes part in annual membership inventory, uniform inspection, charter review meeting and charter presentation.
- Conducts Scoutmaster conferences for rank advancements
- Makes it possible so that each Scout can experience at least 10 days and nights of camping each year
- Participates in council and district events
- Build a strong Scout program using methods in Scouting
- Conduct all activities under qualified leadership, safe conditions and policies of the charter organization and the BSA Scouting.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Assistant Scoutmasters**

- The assistant Scoutmasters help operate the Troop. They can be assigned to specific program duties, such as a patrol, advancement or merit badges, and they report to the Scoutmaster. They also provide required two-deep leadership standards.

### ***Training:***

- *The Scoutmaster/Assistant Scoutmaster Specifics Training, the indoor portion of the required training, is offered several times a year by the council training committee*
- *Introduction to Outdoor Leader Skills (IOLS) is the outdoor portion of the required training for Scoutmasters and Assistant Scoutmasters. This course is offered twice a year - in the spring and fall.*
- *Youth Protection*

## **Troop Committee**

*The Troop Committee is the Troop's board of directors and supports the Troop program. Tenure for each position on the Troop committee is for one year, The following Troop Committee duties are excerpted from the Troop Committee Guidebook, BSA:*

- *Ensures quality adult leadership is recruited and trained*
- *Advises Scoutmaster on BSA and charter organization policies*
- *Supports leaders in carrying out program*
- *Is responsible for finances in line with the approved budget plan*
- *Obtains, maintains and properly cares for Troop property*
- *Serves on boards of review and courts of honor*
- *Supports Scoutmaster in working with individual boys and problems that may affect overall*
- *Troop program*
- *Provides for special needs and assistance some boys may require*

## **Committee Chair**

- Organizes committee to see that all functions are delegated, coordinated and completed
- Maintains close relationship with Scoutmaster and Charter Organization Representative
- Interprets national and local policies to Troop
- Prepares committee meeting agendas
- Calls, presides over and promotes attendance at Troop committee meetings
- Ensures Troop representation at monthly roundtables
- Secures top-notch, trained individuals for camp leadership
- Arranges for charter review and recharter annually
- Plans charter presentation
- Leads Friends of Scouting campaign
- Keep records of Troop Alumni
- Handles re-chartering process
- Supervises adult and Scout registration process
- **Training:** Committee Specifics & Youth Protection

## **Secretary**

- Keeps minutes of Committee Meetings and sends out meeting notices
- Handles publicity
- Reports minutes of previous meetings at each committee meeting
- **Training:** Committee Specifics & Youth Protection

### **Finance Chairperson (No Access to Checkbook)**

- Reviews Troop checking and savings accounts for accuracy
- Keeps adequate records
- Leads in preparation of annual Troop budget
- Reports to Troop committee each meeting
- **Training:** Committee Specifics & Youth Protection

### **Treasurer (Primary Access to Checkbook)**

- Handles all Troop funds
- Maintains Troop checking and savings accounts
- Trains and supervises Troop leaders in record keeping
- Keeps adequate records
- Supervises money-earning projects
- Supervises Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Outdoor Activities Coordinator**

- Helps secure permission to use camping sites
- Serves as transportation coordinator by verifying there are enough seatbelts for each camp out
- Maintain an up-to-date list of drivers with valid copies of insurance cards and license #'s
- Ensures monthly outdoor program, according to activity plan established by Scouts' annual summer planning meeting.
- Promotes attendance at Troop campouts, and camporees to reach goal of an outing a month
- Secure tour permits for all Troop activities and completes the BSA Tour Plans online with the Scout (for non-Council events)
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Scout Coordinators**

- Assists the Scouts that have earned the Life rank regarding the process to earn Eagle
- Primary contact for the Scouts in regards to questions about the Eagle rank process
- Helps provide constructive feedback and reviews the Scout's Eagle presentations
- Helps provide constructive feedback and reviews the Eagle Scout book
- **Training:** Committee Specifics & Youth Protection



### **Summer Camp Coordinator**

- Promotes attendance at Summer Camp
- Organizes Merit Badge class registration
- Coordinates travel to camp
- Coordinates Scouts and adults while at camp to make sure Scouts complete Merit Badges
- Reports to Troop committee
- **Training:** Committee Specifics & Youth Protection

### **Advancement Coordinator**

- Encourages Scouts to advance in rank
- Maintain all Scout advancement records
- Arranges Boards of Review and Courts of Honor
- Develops and maintains merit badge counselor list
- Makes a prompt report on the correct form to council service center when a Troop board of review is held. Secures badges and certificates for the Courts of Honor.
- Reports to Troop committee every meeting
- **Training:** Committee Specifics & Youth Protection

### **Chaplain**

- Provides spiritual tone for Troop meetings and activities
- Gives guidance to Scout chaplain aide
- Promotes regular participation of each member in the religious organization of his choice.
- Visits homes of Scouts in time of sickness or need
- Give spiritual counseling when needed or requested
- Encourage Scouts to earn appropriate religious emblems
- Report to Troop committee at every meeting
- **Training:** Committee Specifics & Youth Protection

### **Popcorn Chairperson**

- Manages the popcorn fundraiser for Scouts
- Communicates and collects the various Scout orders.
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report on the Money collected for Scout Accounts
- **Training:** Attend council Popcorn orientation meeting & Youth Protection

### **Clothing Chairperson**

- Manages the new clothing orders
- Communicates and collects orders
- Distributes clothing twice annually for Troop clothing.
- **Training:** Committee Specifics & Youth Protection

### **Training Coordinator**

- Ensure Troop leaders and committee members have opportunities for training
- Maintains inventory of up-to-date training resources
- Responsible for BSA Youth Protection training within the Troop
- Encourage periodic youth leader training within the Troop and at the council and national levels
- Report to Troop committee at each meeting
- Assist in orientation of new parents
- Be watchful that the Troop is taking all steps to ensure the boys' safety
- **Training:** Committee Specifics & Youth Protection

### **Adult Quartermaster**

- Supervise and help the Troop procure camping equipment and expendable supplies
- Work with the Scout quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all Troop camping gear, and encourage Troops in the safe use of all outdoor equipment
- Report to the Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Recruitment Coordinator**

- Plan and coordinate Troop open house and Webelos events to invite new members into Troop
- Work closely with the Cubmaster and Webelos den leaders of neighboring Cub Scout Packs to provide a smooth transition from pack to Troop. Assist in developing and recruiting Den chiefs, and assist in crossover ceremony from Webelos to BSA Scouting
- Develop a plan for year-round membership flow into the Troop
- Encourage Scouts to invite their friends to join the Troop
- Keep track of Scouts who drop out of the Troop, and develop a plan to encourage them to rejoin
- Works with Committee Chairperson to track and submit new members for rechartering
- **Training:** Committee Specifics & Youth Protection

### **Medical Records Custodian**

- Coordinate annual collection of Troop medical forms of Scouts and adult leaders
- Ensure any Troop activity including high adventure and summer camp have current and proper medical forms well in advance of the beginning of the activity.
- Maintain medical form notebooks and makes at least one available to the Scoutmaster or designated health/safety officer for all Troop activities.
- Collect information about the location of hospitals/medical treatment centers and phone numbers in case of emergency for each campout.
- **Training:** Committee Specifics & Youth Protection

### **High Adventure Chairperson**

- Helps coordinate with the eligible Scouts in selecting a high adventure trip
- Serves as a support coordinator for the Scouts attending the trip
- Promotes attendance at high adventure trips
- Secure tour permits, travel arrangements and collects trip money if necessary
- Reports to Troop committee at each meeting
- **Training:** Committee Specifics & Youth Protection

### **Eagle Ceremony Chairperson**

- Maintain the record of Eagle Court of Honor ceremonies and scripts.
- Arrange for the Troop's Eagle Display to be updated
- Assist the families of Eagle candidates about how to print invitations, programs, make ceremony choices, reserve location for the ceremony, solicit letters of congratulation from dignitaries, and obtain the MacTavish Eagle Court of Honor props from the Council.
- Maintain the chronological database of all the Troop's Eagle Scouts for use in printing Court of Honor programs.
- **Training:** Committee Specifics & Youth Protection

### **Wreath Fundraiser Chairperson**

- Manages the wreath fundraiser for Scouts
- Communicates and collects Scout orders
- Distributes the orders back to the Scouts
- Works with the Treasurer to collect and report money collected for Scout accounts
- **Training:** Committee Specifics & Youth Protection

### **Friends of Scouting Chairperson**

- Assists the Council in their fundraising efforts
- **Training:** Committee Specifics & Youth Protection

### **Adult Historian**

- Assists the Scout Historian in planning an annual homecoming event for Troop alumni
- Gathers pictures and facts about past activities of the Troop and keeps them in scrapbooks, wall displays or information files
- Assists in annual presentation to charter organization on Troop activities
- **Training:** Committee Specifics & Youth Protection

### **Hospitality Chairperson**

- Assists Scouts in arranging refreshments and snacks at the quarterly Court of Honor
- Assist Scouts with arrangements for special events and decorations as necessary
- **Training:** Committee Specifics & Youth Protection

### **Assistant Hospitality Chairperson**

- Assists the Hospitality Chairperson
- Completes the role of the Hospitality Chairperson if they are unavailable
- **Training:** Committee Specifics & Youth Protection

# Parent Support

## Parent's Responsibility to the Troop

You are not required to attend the weekly Troop meetings or camp with the Troop. However, parents are welcome to attend all meetings and outings where accommodations allow. At all Troop functions, all attending adults and Scouts are under the direction of the Scoutmaster and Assistant Scoutmasters. **All Youth Protection requirements must be met.**

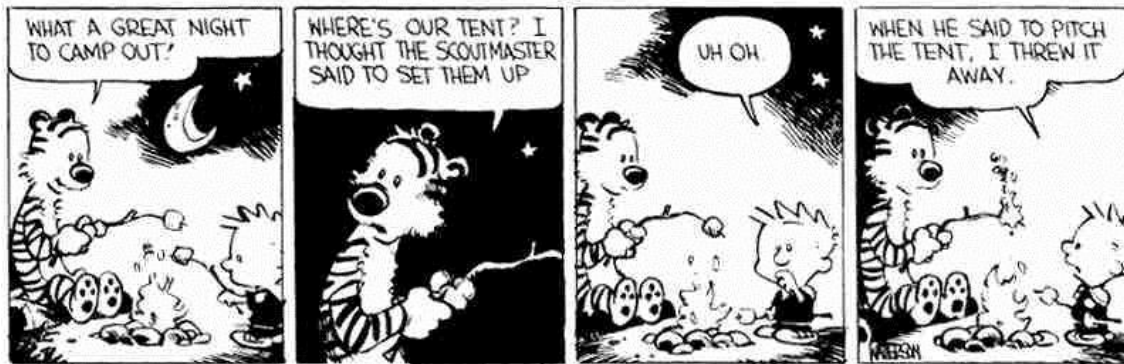
The entire family is encouraged to attend the quarterly **Court of Honor**. This is where the Scouts receive the awards that they have earned and are recognized for their rank advancement by the Troop Committee. A **"Parent's Ribbon"** is given to one parent upon the Scout's entrance into the Troop which a parent can wear with pride to these Troop events.

**We also encourage you to attend all Eagle Courts.** An Eagle Court of Honor is a special event planned by the Eagle recipient and his family. Scouting's highest award is presented in a variety of different venues, depending on the Scout's wishes. Your family should confirm your attendance or your inability to attend the special invitation that is sent, as most events are costly to carry out. We also encourage all Scouts to participate in Eagle Service Projects. All Scouts who reach the rank of Eagle deserve our support for their project and special ceremony, just as you would want others to support that of your own.

Our success as a Troop depends heavily on your support. In addition to attending these events, the Troop needs parent involvement. Your participation as a driver, merit badge counselor, committee member, or assistant Scoutmaster helps to ensure that our program remains diversified and strong.

# Parent's Responsibility to their Scout

Scouts participate in the Troop and its activities because they have fun and enjoy themselves. **Don't force them. Encourage them to participate. Encourage them to advance.** If there is a problem with your Scout or with us, talk to us about it. Every Scout has the potential to become an Eagle Scout. Scouting can help your child gain entrance to college, scholarship opportunities, and possible advancement in the military or their future profession. Your assistance, concern, encouragement, and support will help them to do their best.



# Financial Information/Registration

The Troop annual registration fee includes National Dues, Boy's Life Magazine, insurance, awards, Troop equipment and operating expenses. The cost is typically \$210.00 per Scout per year (averages \$17.50 per month) & Adult registration is \$57 (at least one adult per family is required to register). **Dues for new Scouts are collected at registration period for the upcoming year.**

There is typically an additional fee if participating in the following:

- \* campouts (see Campouts section)
- \* summer camp (see Summer Camp section)
- \* High Adventures (see High Adventures section).

Checks are preferred for traceability purposes, and all checks should be **written to "Troop 335."**

In addition, "Invest in Character" is a council-run fundraising program held annually, during the first quarter, for families who wish to contribute to the cost of operating our local council, scholarships and the summer camps that it owns and operates. Although the program is voluntary, the Troop depends on these camps and training provided by our council.



# Scout Accounts

Any money earned by a Troop fundraiser will be credited to the individual's Scout Account. Examples of fundraisers may include: annual wreath sales, popcorn sales, etc.

The Treasurer and Finance Chairperson will manage individual Scout Accounts for each individual Scout and will report each Scout Account balance annually or upon the request of the Scout.

The intent of the Scout Account is to allow Scouts to collect money through Troop fundraiser opportunities and then spend the money (without going over) on their Scouting activities. **The Scout Account funds may be used to pay or subsidize Scouting activities, such as:**

- **BSA Scout High-adventures fees**
- **BSA Scout Summer Camp fees**
- **Campout or Troop event fees**
- **Troop 335 recharter dues**
- **Troop 335 Eagle Project expenses**

We recognize that certain Scouting activities may be costly, such as high-adventure trips or summer camp. The Scout Account also allows the Scout to gather funds over a number of years or simply a short-term account to pay dues, campout fees or other activities.

- The Scout is not required to hold any money in their Scout account.
- Once the Scout has reached their 18<sup>th</sup> birthday or he chooses to not recharter with a Scout Troop, an individual's Scout Account will be closed.

**We highly encourage the Scouts to use/spend their Scout Account money to fund and subsidize all of their eligible Scouting activities.** Scout Accounts contain money raised during Scout fundraisers, so the generous people that donated to the Scout fundraiser expect the money to be used for Scouting purposes (and not to be used on personal items or non-Scouting related expenses). Scout Accounts are also not intended to be a personal savings or a savings account for individual Scouts. If any questions arise regarding the Scout Accounts, the Treasurer, Finance Chair, and Committee Chairperson will have sole discretion regarding the clarity of the Scout Account rules listed above.

# Our Pledge to You

Every Scout has the right to expect guidance, support, enthusiasm, and a good example set by both the adult and youth leadership as they progress through Scouting. Troop 335 has a solid history of building good citizens and young adults. Most of the youth who enter Troop 335 and remain involved, work on rank advancement and attend events, do reach the rank of Eagle Scout. It is not necessary for a Scout to attain Eagle to stay in the program and have fun. Our main goal is to make sure each Scout learns self-reliance, safety, survival skill, strong leadership qualities, respect for others, and a sense of duty to God, Country, and Self. We do this through a simple set of rules for members of Troop 335.

1. **Arrive and depart on time.**
2. **Respect others at all times.**
3. **Treat every other Scout as you would like to be treated.**
4. **Wear the uniform with pride.**
5. **Respect the premises you are on – no littering, running, or loud behavior.**
6. **If you have a problem, see a Scoutmaster.**
7. **Do your best to achieve rank, earn merit badges, and serve in positions of Leadership.**
8. **Follow the Scout Oath & Scout Law!**

***WELCOME TO SCOUT TROOP 335***

***WE ARE PROUD YOU HAVE CHOSEN OUR SCOUTING FAMILY!***