

# SCOUT AND FAMILY HANDBOOK

## A BRIEF GUIDE TO SCOUTING WITH TROOP 435

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

# Contents

Welcome to Scouts BSA! _____	2
What is Scouting? _____	3
New Members _____	4
Meetings _____	5
Youth Leadership Positions _____	6
Troop 435 Adult Job Descriptions _____	7
Summer Camp _____	11
Fees, Dues and Fundraisers _____	13
Scout Allocations _____	14
Moving Through the Ranks _____	15
Keeping in Touch: How Information is Sent Out _____	18
Equipment _____	19
Forms and Paperwork _____	21
Parental Involvement _____	22

# Welcome to Scouts BSA!

On behalf of the members of Troop 435 we wish to welcome you to the fun and excitement of Scouting.

This booklet is provided to help you gain an understanding of the methods and procedures of Troop 435, and of Scouting in general. Simply put, Scouting is an enriching extracurricular activity which has much to offer boys and girls in terms of character building, citizenship, moral development and the acquisition of leadership skills. Oh, yes, and it is above all, lots of fun for young scouts and adults (dads and moms) alike!!

While this booklet does not tell you everything about Scouting, or even everything about Troop 435, it will greatly assist you in becoming a vital part of one of Central Wisconsin's best youth organizations.

Please take some time to read and reflect on this booklet. We hope that it answers many of your questions concerning the troop. If you have any further questions or concerns, please ask! All of the current members of Troop 435 once stood in your shoes and believe it or not, we were once just as confused as you are now. We all learned how our troop operates by asking a lot of questions of the experienced leaders. If in doubt, ask!

**Troop 435 is a member of the Samoset Council.**

## THE GOAL OF SCOUTING

The goal of Scouting is not to produce Eagle Scouts. The goal of Scouting is to help today's young boys and girls become tomorrow's men and women, men and women who firmly believe in service, character and physical fitness. We would rather that they advance no farther than first class and learn to live by the Scout Oath and Law, than to obtain the Eagle rank and know nothing about responsibilities to themselves, neighbors or this nation.

# What is Scouting?

***Robert Baden-Powell, the founder of Scouting said “Scouting is a game, with a purpose”***

From the outside, it is easy to think that the purpose of Scouting is simply to teach young people how to camp. While it is true that they will learn a great deal about the outdoors during their scouting careers, Scouting has much more to offer.

We hope that during their Scouting career, our scouts will also learn how to be a leader, how to make ethical and moral choices, gain a sense of their role in their communities and their nation, and have a great deal of fun doing it!

Scouting is a hands-on learning experience: No scout learns much by sitting in a chair! After all, the best way to learn how to do something is to do it! Troop 435 strives to be a YOUTH LED TROOP, meaning, we recognize that scouts, with the gentle guidance of trained adults, are fully capable of planning, organizing and conducting their own program.

There are eight important elements to a successful Scouting program, elements that you will no doubt observe adult leaders emphasize and practice.

**The Scouting Ideas:** Scouts learn important values by living by the Scout Oath and Scout Law

**Patrol Method:** Scouts learn teamwork and leadership by interacting with others in their patrol. Patrols and Troops are run by Scouts practicing their leadership skills from the front.

**The Outdoor Program:** We learn best by doing. The outdoors provides a perfect classroom to practice the scout skills learned in meetings, and to work on our leadership abilities.

**Advancement:** The goal of 'making Eagle' provides the jet fuel that motivates many scouts to do their best

**Association with Adults:** Scouts learn best if provided with a good example by adult leaders

**Personal Growth:** Scouts gain skill and confidence as they achieve success, as measured through rank and merit badge advancement.

**Leadership Development:** The scouts themselves plan, organize and lead their own activities: the adults strive to be coaches and mentors, not directors.

**Uniform:** The uniform fosters both equality and pride. Pride in one's organization begins with pride for oneself.

## New Members

Each year new youth are welcomed to Troop 435. If enough youth join together, a new patrol will be formed. If an insufficient number join to form a separate patrol, the Scoutmaster will assign these new youth an existing Patrol or Patrols. For the most part, we make every effort to group like aged youth together so that they will feel comfortable with others of their own age group.

The primary focus of new youth in Troop 435 will be to work on rank achievements and scout skills. To help with this, new scouts will have different learning opportunities than older scouts. These opportunities will be under the direction of a qualified older scout, with the personal assistance of the Scoutmaster, Assistant Scoutmaster and the Senior Patrol Leader. Some of these advancement opportunities will occur during regular troop meetings, or outings, but on occasion, there will be special meetings called to help these new scouts to move through the ranks. We hope that all new scouts will achieve 1<sup>st</sup> Class rank within their first year with Troop 435. However, advancement is a personal thing, meaning scouts will advance at different speeds depending on ability, ambition and will.

We fully understand that it is not possible to attend all meetings; that the scouts do have family, school and other activities. But it is important that all scouts attend as many regular troop meetings and outings as they can, especially in the first year. By doing this they will quickly gain a solid understanding of the breath of the scouting experience and their role in the Troop.

We also want new parents to feel welcomed into our family as well. Parents are cordially invited to participate in all of our activities, either as an adult leader or as an active parent participant. Completing an adult application and registering with the Troop is highly recommended

It is expected that each parent will in some way assist the Troop in the course of the Scouting year. While Scout Troops are intended to be “Youth Led”, adult support is vital to the success of any unit. We welcome your willingness to help, and the new ideas you will bring to our organization. The Troop Committee has several positions available for interested adult leaders. Many of these positions require a minimal time commitment. And of course, simply providing transportation to and from events can be very beneficial.

# Meetings

## REGULAR MEETINGS

Troop meetings are primarily held on Tuesday evenings at St Therese School, Rothschild. Meetings generally begin at 6:30 PM and last exactly 90 minutes. If school or after school activities are cancelled due to weather, the troop meeting will be cancelled as well

## COURT OF HONOR MEETINGS

The Court of Honor is a special meeting where we recognize our Troop members for their accomplishments. These meetings are normally held in February and August. Court of Honor meetings begin at 6:00 PM and include a pot luck meal, presentation of troop awards and discussions of any other pertinent business.

## TROOP OUTINGS

Troop 435 tries to schedule an outing each month. These outings are in addition to the Troop meetings that are held on Tuesdays. Outings can be of varying length, normally including Friday evening until Sunday morning, but occasionally outings will be for one night and one day only. Summer camp will be for a full week, from Sunday to Saturday. High Adventure outings can last a week or more depending on what the scouts choose to do.

## COMMITTEE MEETINGS

Troop 435 holds Parent Committee meetings once every month, on the first Monday following the first Thursday of that month. These meetings are held on different times from regular troop meetings so that the Scoutmaster and ASM's can participate. The business and policy decisions for the troop are made at this meeting, as well as approvals for any Eagle project that may need to be reviewed.

## TROOP ORGANIZATION

A Scout unit, unlike a Cub Scout Pack, is **Youth Led**. This does not mean that the scouts have full control of everything, but it does mean that youth troop members for the most part plan, run and evaluate the program under the coaching and guidance of the Scoutmaster and his staff.

Scout units are called *Troops*, under the guidance of a Scoutmaster. Each troop is made up of one or more Patrols. Troops are led by a *Senior Patrol Leader (SPL)*, an older scout elected to a position by all of the scouts in the Troop. It is their responsibility to plan, organize and conduct meetings. They do not do this alone. Another scout is elected to serve as *Assistant Senior Patrol Leader (ASPL)*. They are also supported by adult leaders, especially the Scoutmaster and his Assistant Scoutmasters.

Patrols are made up of scouts of similar age. Patrols are encouraged to develop their own identities and traditions.

Patrols work, play, learn, eat and sleep as a unit. **The role of the adults is to advise, not to direct the troop or the patrols.** After all, this is Scouts BSA, not Adult Scouting.

# Youth Leadership Positions

An important element of the advancement program is the practice of youth leadership. Once a scout reaches the 1<sup>st</sup> Class rank, their continued advancement requires that they hold and fulfill a youth leadership position. Fortunately, there are several opportunities for scouts to learn and grow as leaders in roles that are suited for their skills and personalities.

## SENIOR PATROL LEADER (SPL)

The Senior Patrol Leader is elected, by the youth members of the Troop. The SPL is responsible for the organization and direction of the entire Troop. The SPL presides over the Court of Honor and has the authority to make many of the major decisions pertaining to the Troop program. The SPL works closely with the Scoutmaster to determine the best route to follow. In addition, the SPL presides over the Patrol Leaders Council (PLC). The PLC is made up of Youth Scouts in both elected and appointed leadership positions.

## ASSISTANT SENIOR PATROL LEADER (ASPL)

The ASPL is selected by the Senior Patrol Leader. This position supports the Senior Patrol Leader by taking charge of many of the other appointed leadership positions. An Assistant Senior Patrol Leader will step in to take the reins if the Senior Patrol Leader is unable to attend a meeting. The ASPL will also attend the PLC meetings and help provide direction to all appointed leadership positions.

## PATROL LEADER (PL)

The Patrol leader is elected by the members of their Patrol. The Patrol Leader is responsible for running their patrol. They will organize work details, run meetings and look out for the welfare of their fellow patrol members. The Patrol Leader will also represent the patrol at all patrol leaders' council meetings.

## QUARTERMASTER

The Quartermaster is responsible for the care of all troop equipment. They must make sure that equipment is issued to scouts, that the equipment is in good repair, and that it is returned in good condition.

## SCRIBE

The Scribe's responsibility is to make sure that dues are paid and works with the troop Treasurer to make sure accurate records are kept. The Scribe is also responsible for taking minutes during the Patrol Leaders Council meetings.

## HISTORIAN

The Troop Historian is responsible for all historical documents and photos of the Troop. Their primary job is to create and maintain a photo history of the troop's activities, and develops a slide show for the Court of Honor.

## DEN CHIEF

The role of the Den Chief is to work with a Pack's Cubmaster as an aide and with a Den leader of a specific den.

# Troop 435 Adult Job Descriptions

While Troop 435 strives to be a Scout Led Troop, adult contributions are vital to the success of the unit. There are dozens of tasks that must be accomplished, tasks that the scouts cannot do themselves.

## SCOUTMASTER

- Works with the Patrol Leaders Council to run the troop program.
- Every August assists the SPL in hosting the Annual Troop Planning Meeting to establish a yearly calendar.
- Regularly attends the Council Roundtable meetings.
- Attends all weekly troop meetings, or when necessary, arrange for a qualified adult substitute.
- Regularly attends the monthly Troop Parent Committee meetings.
- Coordinates the Scout's program to lead a successful Scouts BSA Program using the proven methods presented in Scouting Literature.
- Works with the Senior Patrol Leader to offer successful Troop meetings and outings.
- Works with other responsible adults to bring scouting to youth
- Keeps the Troop Parent Committee advised of the Scouts' progress.
- Delegates responsibility to Assistant Scoutmasters so that they have a real part in Troop operations.
- Conducts the Scoutmaster Conference with each boy in the Troop at least quarterly.
- Supervises Troop elections for the Order of the Arrow and Troop leadership positions.
- Participates in council events.
- Conducts all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

## ASSISTANT SCOUTMASTERS

- Works with the Scoutmaster to maintain discipline.
- Works with the Scoutmaster to organize Monthly Troop outings.
- Regularly attends monthly Roundtable Meetings.
- Regularly attends the weekly Troop meetings.
- Regularly attends the monthly Troop Parent Committee meetings.
- Works with the Scoutmaster to offer a successful Scouts BSA Program.
- Assists with all other tasks to maintain a proficient Scouts BSA Troop.
- Regularly attends Outdoor Program.

## COMMITTEE CHAIR

- Organize the Troop Parent Committee to see that all functions are delegated, coordinated and completed on time.
- Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster.
- With the Scoutmaster's assistance, prepare the Troop Parent Committee meeting agendas.
- Call, preside over and promote attendance at monthly Troop Parent Committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly Roundtable meetings.
- Arrange for Charter review and re-charter annually.
- With the Troop Parent Committee, approve all adults and youth for membership into Troop 435.
- Plan the Charter presentation ceremony.
- See that all Troop leaders and committee members get trained.



## TREASURER

- Handle all troop funds. Pay bills on recommendation and authorization of the Troop Parent Committee.
- Maintain checking and savings accounts.
- Train and supervise the Troop Scribe in record keeping and dues collection.
- Receive Troop income from the Troop Scribe.
- Prepare written report to distribute to the Troop Parent Committee at each monthly meeting.
- Collect summer camp funds, make sure roster and fees are turned into Council office on time for both preregistration and final fees.
- Lead the preparation of the annual Troop budget

## SECRETARY

- Keep minutes of monthly meetings and send via email to all of the adult members of Troop 435 within one week of the Parent Committee meeting.
- Handle publicity when opportunity dictates
- Work with the Troop Historian to keep records about the existence of the Troop.

## OUTDOOR/ACTIVITIES COORDINATOR

- Promote the National Camping Award
- Help in securing permission to use camping sites
- Distribute medical forms each spring to all boys and adults for summer camp. Verify that all forms are completed in preparation for summer camp
- Organize transportation requirements of the Troop to ensure safe, efficient transportation to all outings
- Prepare all paperwork required by the Council for all outings
- Report to the Troop Parent Committee at each meeting

## ADVANCEMENT COORDINATOR

- Encourage the Scouts to advance in rank.
- Arrange and conduct Boards of Review.
- Train adult members in the proper operation of a Board of Review.
- Make a prompt report on the correct form to the council service center when a Troop Board of Review is held. Secure all badges and certificates.
- Work with the Council to register our scouts promptly for all Merit Badge Clinics
- Maintain Scout records by entering all data into Scoutbook, keep up to date printouts available at Troop meetings and regularly update the files of the Scoutmaster
- Report to the Troop Parent Committee at each meeting.

## TRAINING COORDINATOR

- Ensure troop leaders and committee members have opportunities for training
- Work with the council training team in scheduling Youth Protection and Troop Committee Challenge training.
- Be responsible for Youth Protection Training within the troop
- Be watchful that the troop is taking all steps to ensure the youths' safety
- Encourage eligible youth to attend National Youth Leadership Training
- Report to the troop committee at each meeting the status of trained and untrained registered adults.

#### FUNDRAISING COORDINATOR

- Design a fundraising program to accommodate the troop annual budget.
- Find an Event Chair for each Fundraising activity.
- Work with the event chair to coordinate the fundraising activity.
- Supervise money-earning projects, including obtaining proper authorizations from the Troop Committee and proper fundraising applications through the Scout Service Center.
- Help and assist the Popcorn Sales Coordinator

#### MEMBERSHIP/NEW SCOUT PARENT COORDINATOR

- Maintain and update the Troop 435 Handbook
- Provide an orientation for new scout parents about how the troop works.
- Conduct a Troop Resource Survey with new scout parents
- Encourage parents to become registered members of the Scouts BSA and take Youth Protection Training
- Work closely with the Cubmaster and Webelos den leader of neighboring Packs to provide a smooth transition from Pack to Troop.

#### QUARTERMASTER/EQUIPMENT COORDINATOR

- Supervise and help the troop procure camping equipment
- Work with the youth Quartermaster on inventory, storage and proper maintenance of Troop equipment
- With the Troop Parent Committee approval, purchase/repair/replace equipment as necessary.
- Work with youth Quartermaster to help develop effective checkout/check in procedures for outings
- Arrange for storage and access to the Troop trailer
- Conduct a yearly maintenance day to go through all Troop equipment

#### COURT OF HONOR COORDINATOR

- Secure location for Court of Honor per the Troop Calendar.
- Schedule 2 to 3 Court of Honors annually
- Assignment of meal responsibilities to each family.
- Secure Master of Ceremonies and prepare for event
- Work with MC and scouts assisting in planning out an effective ceremony

#### LIFE TO EAGLE SCOUT COORDINATOR

- Meet with all scouts earning the Life Rank to discuss and review the Life to Eagle Packet
- Review with Eagle Scout candidates Eagle Service Project Proposal prior to meeting and presenting to the Troop Committee.
- After Troop Committee approval, with the candidate, attend the Council review of the Eagle Service Project Proposal.
- Review with the candidate merit badge requirements to earn the Eagle rank and verify all MBs have been completed.
- Monthly attend and update the Troop Committee on the status of all Life scouts pursuing the Eagle Rank.

#### MERIT BADGE COORDINATOR

- Develop and maintain a list of qualified Merit Badge Counselors able to provide opportunities for the Troop to earn Eagle Required Merit Badges
- Encourage Troop members and other qualified individuals to become Merit Badge Counselors for Eagle Required and other Merit Badges that they have interest or skill in teaching.
- Update the Troop on Merit Badge Clinics that are scheduled via the Council or outside the Council
- Work with the Troop Librarian to maintain a supply of Merit Badge booklets that have been donated by scouts that have previously earned MBs.

#### SCOUTING FOR FOOD COORDINATOR

- Organize bag drop off and pickup in conjunction with Pack 435.

# Summer Camp

## FUNDING

Each scout has a Scout Allocation with the Troop. Allocations can be used by personal request of the scout to the Parents Committee for Scout related activities including summer camp or equipment. A Troop Request for Reimbursement is available from the Treasurer. At age 18 allocations are transferred to the troop account. Camperships are available from the Samoset Council Office.

## TRADITIONS

Camp Tesomas has many customs and traditions, not all of them make sense but they do deepen the experience for many Scouts. Some of them include never wearing a hat into the dining hall, walking to the OA bowl with arms folded and in silence, making as much noise as possible after each and every meal, and ending every meal at Tesomas with a song. Troop traditions include the SPL leading us in the “and now may the Great Masters of all Scouting, be with us until we meet again - Be Prepared” at the end of each Troop Meeting. We usually wear our Troop t-shirts on Tuesdays. Meals - Enter the Tesomas (Rotary Lodge) dining hall with hats off, arms folded, and completely silent. Supper is always Class A uniform. Breakfast and lunch uniform are Class B. Scouts are expected to be freshly washed before every meal. Your Scout shirt will stay cleaner if you always wear a tee shirt under it - no matter how warm it. A place to hang your uniform will be provided.

## EVENING FLAG

All Scouts and Leaders are expected to attend Evening Flag before the supper meal. Failure to attend flag will result in loss of Trading Post privileges.

## TUESDAY NIGHT TROOP CAMP

Wear the current Troop t-shirt each Tuesday. The Troop will cook in the campsite for Tuesday supper. The adult leaders assist in this meal's preparation.

## WEDNESDAY PARENTS NIGHT

Parents are welcome to visit their scouts for the evening picnic meal. The cost of this will be made known in advance. If you plan to eat with the Troop, please let the Scoutmaster know ahead of time. Parents and scouts will separate for the Order of the Arrow calling out ceremony. After the ceremony all are welcome to join the Troop for cobbler and root beer.

## WALKING

All Scouts are expected to carry in their clothing for the week of summer camp. Bulky and heavy items will be transported to the campsite. Private vehicles are not allowed back into the campsites.

## TRADING POST

Is a wonderful experience, but the Scout should be on a limited budget. Between meal snacks should be limited. NO FOOD is ever allowed in a tent - even wrapped.

## EAGLE QUEST

All Scouts under the rank of Star are given the opportunity to complete nearly all rank requirements at Eagle Quest. Given careful planning and hard work a Scout should be able to complete an entire rank at Summer Camp Eagle Quest. Adult Scouters camping with the Troop are expected to spend at least one day at Eagle Quest assisting the Troop's participants.

## MERIT BADGES

Many opportunities exist at Summer Camp. Some Merit Badges require prerequisites that must be completed prior to attending camp. It is very important to be prepared. Very few merit badges require a fee.

## DATES

Troop 435 traditionally leaves the planning of summer camp up to the Committee Chair and the Scoutmaster. This is done 1-1/2 years in advance.

## ADVANCEMENT

Usually we have a question about a requirement not being signed off by the summer camp staff. The Troop accepts the documentation provided by camp staff as final. A Scout must attend and test out for each requirement. This usually requires two days - one for training and one for testing.

## ORDER OF THE ARROW

Each year Scouts that have reached the rank of First Class are chosen by their Troop members to accept membership into the Order of the Arrow. Those chosen will undergo the tests of scant food and sleep, silence, and hard labor. After completion of their ordeal they are given the opportunity to join the Order of the Arrow in a Thursday night ceremony. Not all who wish to be chosen are.

## PARENT EXPECTATIONS

We need parent support and involvement to make this program all it can be. The troop needs many things from the parents in order to be successful:

- Be an active participant in the life of the Troop.
- Be informed about Troop activities (via emails).
- Every family is expected to fulfill one troop job within the committee each year.
- Participate in Troop fund-raising events.
- Attend all Courts of Honor, especially Eagle Scout's Court of Honor.
- Assist with transportation needs.
- Give financially to support Friends of Scouting.
- Support and encourage your scout.

## Fees, Dues and Fundraisers

Unlike many organizations available to today's youth, Troop 435 does have monthly dues of \$5.00. The fees to join Scouts BSA are relatively modest. Registration to join Boy Scouting requires a fee that is established by National. If a boy would like to subscribe to the award-winning publication Boy's Life, that is available through the BSA for an additional fee.

However, there are some expenses involved in Scouting. The scouts themselves are expected to provide funds for individual outings, normally for food or camp site fees. While it is easy for an adult to simply write a check, a scout will learn more, and hopefully gains more satisfaction by paying a part of his expenses himself.

On occasion, the Troop may foot the bill for some outings, but paying for more expensive trips are the responsibility of the scout. Some events can be quite expensive, especially our yearly week at Camp Tesomas, and some of the "Big Adventures" we organize.

Scouts are also expected to supply much of their personal equipment, including sleeping bags, back packs, and mess kits. A complete list of required equipment is located later in this booklet.

Troop 435 maintains tents, tarps, cooking gear and other types of equipment to support our outdoor activities. We constantly need to retire old gear and replace it with new. As we grow, we will also need to add additional equipment to keep pace with our needs

Primary funding for Troop 435 equipment and materials (patches, bolos, etc.) comes from dues and fund-raising activities. Each fall the Troop participates in the Samoset Council popcorn sale. A portion of the proceeds from this fundraiser goes directly into the Troop treasury. The Troop will also organize additional fundraisers as needed. All ~~boys~~-Scouts are expected to support these endeavors. Without successful fundraisers, we will have to look at alternate sources of revenue, possibly including dues. Each scout and parent have access to view the scout allocation account on the Troop's accounting software.

## Scout Allocation

Each scout is expected to assist his family in paying their own way through the scouting program. By not entirely relying on family resources, scouts learn the value of setting and achieving goals, the value of self-reliance, and the value of money. To help in this process, Troop 435 maintains scout allocations for each of our youth members.

Parents are strongly encouraged to talk with their scout about working hard to build up these allocations. Scouts can acquire credit for these allocations by diligently working at our fundraisers. If fundraisers are successful, the individuals who participated will be allocated a percentage of the profits. The percentage of profit allocated to the scouts is determined by the Troop Parent Committee.

Scouts can request these allocations to pay for scout related activities, including camp fees, scouting membership fees or supplies required for merit badges. All scouts are required to request Troop Parent Committee approval for use of these allocations if they are not used for camping fees or dues.

There are some rules and policies that must be adhered to so that this program will fund fairly and smoothly:

- Scouts can acquire credit for these allocations only through participating in Troop fundraisers: We do not allow gifts from individuals or families to be deposited in these allocations.
- This is not an 'All for One, One for All' program. Scouts will not share equally. The more a scout participates in a fundraiser, the more they stand to gain in allocation credit.
- In the event a youth leaves scouting, the balance of their scout allocation account is returned to the troop treasury.
- If a scout transfers to a different troop, their account may be transferred to that troop if approved by the Troop 435 Parent Committee

# Moving Through the Ranks

Advancement follows a predictable pattern. However, it is the scout's responsibility to complete the work necessary to achieve rank advancement. Adult leaders will not, under any circumstance, push a scout to complete rank requirements. Likewise, parents are encouraged to help their scout(s), but the scout, not the adult, should initiate the work. Scouts are highly encouraged to read and become familiar with the Boy Scout Handbook. Many, but not all, of the requirements for each rank will be completed during Troop meetings or outings. It is the scout's own responsibility to realize this. By this the scout will learn self-reliance.

**Important!!!** There is no set order in which requirements need to be completed!! Example if a scout is working on the Tenderfoot Rank, and an opportunity presents itself to work on First Class requirements, the scout should take advantage of it!!!! All requirements will be signed off by the Scoutmaster or on rare occasions someone the Scoutmaster appoints to do so. This greatly aids in program planning and scout advancement. However, a scout must advance through the ranks in order: Even if a scout has completed all of the requirements for 1<sup>st</sup> class rank, if he has not achieved 2<sup>nd</sup> class rank he cannot be awarded this 1<sup>st</sup> class rank until all 2nd class requirements are completed.

## ADVANCEMENT FOLLOWS A THREE STEP PROCESS

1. **A Scout Learns:** By attending meetings and outings, scouts will be exposed to the vast majority of skills they need to master to advance to the next rank. When the skill is mastered, the scout asks the Scoutmaster to test him and if successful, the Scoutmaster will sign off that requirement in their book. The Scoutmaster and only the Scoutmaster is allowed to sign off on a rank requirement.
2. **The Scoutmaster Conference:** Once all requirements are completed for any rank, the scout requests a Scoutmaster's Conference. The conference itself will be a short conversation between the Scoutmaster and the scout focusing on the scout and their progress with not only scout skills, but also on their adherence to the Scout Oath and Law. If the scout is ready, the Scoutmaster will allow them to take the final step: The Board of Review.
3. **The Board of Review:** With the Scoutmaster's permission, the scout contacts the Advancement Chair to schedule a Board of Review. A board consists of three adult leaders, none of which are related to the scout, or a member of the Scoutmaster's Staff. The board will meet with the scout to determine if they are ready to advance. With a positive vote from the committee, the scout will advance to the next rank.



## OTHER ADVANCEMENT REQUIREMENTS

There is more to Scouting than mastering Scout skills; many ranks add additional requirements.

### Service Hours

Scouts are required to be of service to others. Service hours are required for most of the ranks. While the Troop may work on service projects as a group, scouts can develop their own projects. All projects must be cleared with the Scoutmaster before the scout begins. Troop 435 emphasizes community service: there will be plenty of opportunities for all troop members to serve their community while members of Troop 435.

### Merit Badges

Merit Badges are required for almost all ranks. Currently there are well over 100 merit badges available. Troop 435 adults will on occasion develop merit badge courses, or participate in area wide merit badge opportunities. However, there are other opportunities available to the scout. A merit badge counselor list, containing all of the counselors available for individual study is available. However, please note, a scout can never meet alone with a merit badge counselor: a buddy is required.

**Scoutmaster Permission is required before starting any merit badge!!!! There are no exceptions!!!**

**Note:** When a scout earns a merit badge, they will receive both a patch and the blue completion card. Do not discard the blue completion card!!!! While the patch is an excellent source of pride for the scout, it is not an official record of completion. When the scout comes to his Eagle Board of Review, he must prove that he has completed all of the requirements. The only proof which is acceptable is the completion cards for both rank and merit badges. Troop 435 strongly recommends that you purchase a three-ring binder and some baseball card pocket sheets: store all advancement cards in this binder and protect it!!!

### Attendance

To advance, a scout must attend 75% of all meetings and outings to qualify for rank advancement: It is the scout's responsibility, not the parents to let the Scoutmaster know of any absences prior to the meeting or event. There are plenty of valid excuses (school activities, sports team responsibilities, family events, church requirements and personal wellness) that will provide a scout with an excused absence: but if the Scoutmaster does not know ahead of time you will be considered absent.

### **Leadership requirements**

Scouts are also required to contribute to the troop by taking on leadership roles. Please see the listed youth leadership positions noted in this handbook. Advancement is dependent upon the scout taking these responsibilities seriously. Being a leader means much more than just wearing a position patch.

### **Camping Requirements**

Scouts are also required to participate in the outdoor program. The hand book will indicate the camping requirements to be met for each rank.

### **The Eagle Service Project**

One of the last requirements needed to achieve the rank of Eagle is an Eagle service project. This project is the sole responsibility of the candidate, although help will be provided as requested.

The Eagle Project itself must be led and designed by the scout. He is encouraged to contact local organizations, both governmental or public service, to elicit ideas. Many Church and governmental bodies have special needs which would fit perfectly into the primary goal of any Eagle Service Project: to better the community.

The ultimate approval and appraisal of any Eagle Service Project is the Council Advancement Committee. The Project Proposal must be approved by that committee. It is recommended that the Final Plan be reviewed by the Troop Committee prior to the start of the Eagle Service Project. Once approval is gained, the scout must organize his materials, assistants, and plans.

Often, the most difficult stage of an Eagle Service Project is the planning stage. A well-planned Eagle project almost completes itself. The saying “Perfect Planning Prevents Pitifully Poor Performance” holds true. Thus, it is obvious that any additional care taken during the planning stage

Keep in mind that the object of this project is not to set the Scout up to fail: Help is available. However, it is up to the scout to initiate assistance.

## Keeping In Touch: How Information Is Sent Out

No scout or scout family should ever be left in the dark. Troop 435 uses various methods to keep our members informed.

### WEEKLY REMINDERS

Normally the Scoutmaster will e-mail a reminder of all of the things that the troop is planning on doing. This weekly reminder is intended for not only the scout, but also for the entire family. In this reminder you will often find the meeting schedule, the outing schedule, packing lists and other opportunities that the scout and their parents should be aware of.

### E-MAIL, PHONE CALLS, ETC

Sometimes things happen between meetings which must be brought to the scout's attention. When this happens, you may receive either an E-mail or phone call to apprise you of the changes. You may also receive a phone call from one of the youth leaders, normally a Patrol Leader.

# Equipment

## REQUIRED EQUIPMENT SUPPLIED BY SCOUT

- Khaki uniform shirt with appropriate patches. Troop 435 does not utilize a neckerchief, nor does Troop 435 have official headgear. When not in uniform scouts (and parents) are expected to wear appropriate attire while engaged in scouting activities: Offensive tee shirts and revealing clothing are not tolerated.
- Uniform patches, can be purchased through the troop.
- Weather appropriate clothing.
- Mess Kit along with water bottles for campouts and outings.
- Sleeping bag and ground pad. Troop 435 does camp year around so two sleeping bags are recommended: one for warm weather and another for cold.
- Soap, shampoo, tooth brush and paste (A scout is clean)
- Items required for specific outings (i.e. bikes, back packs, hiking foot wear, etc.)
- Camp chair (i.e. folding lawn chair)
- Flashlight
- Orienteering Compass with back plate
- Writing implements, (pencils, pens, pad and paper)

## EQUIPMENT SUPPLIED BY TROOP

- Bolo and Patches of Rank, Merit Badges and position badges as earned.
- Tents and tarps
- Cooking gear including stoves, pans, Dutch Ovens, utensils etc.
- Camp gear including axes, saws, shovels, etc.
- Troop Trailer
- Communal water supply
- First Aid kit

## EQUIPMENT THE SCOUT IS ENCOURAGED TO SUPPLY

As the scout advances, these become more important

- A three-ring binder with baseball card sheets to hold merit badge cards.
- Scout back pack to hold all required books, papers, cards, etc.
- Jack knife with a blade of no greater than 3": lock blade or switch blades are not allowed. (scouts can only carry a knife after the scout earns the tot'n chit: knife must be approved by Scoutmaster before use)
- A copy of the BSA Field Book.
- Official BSA Trousers, Shorts, Socks and Web Belt.
- Official Troop 435 tee shirt.

## WHERE EQUIPMENT CAN BE PURCHASED

There are several sources from which you can purchase scout equipment. You will find a huge variety of camping gear at retail outlets such as Gander Outdoors, Dunham Sports, Fleet Farm and Wal-Mart. Remember, you often get what you pay for. Since a scouting career can stretch for 7 years or more, you may wish to purchase equipment that will last and clothing the scout can grow into. Equipment can also be purchased at garage sales, from former scouts, or scouts who have outgrown their equipment.

### Local Sources of Uniforms

In Weston: The Scout Shop

- Call for hours 715-355-9680
- The Wausau Homes Scout Center has a selection of Scout related materials, including uniforms, gear, books and other publications

## Forms and Paperwork

**Scout Health and History forms:** all scouts and adults are required to have a physical examination every year in order to participate in scouting activities, especially long-term camping opportunities. As evidence of this each scout must have his physician complete a yearly health and history form.

**Code of Conduct:** Troop 435 has and follows a rigorous code of conduct. Each member of our troop, adult and youth alike is required to sign and update a document stating that they will adhere to our conduct policy

**Parental Authorization:** This gives the adult leaders your permission to make critical decisions in case of an emergency

## Parental Involvement

To the greatest extent possible, Troop 435 strives to be a “Youth Led Troop”. Unlike many other youth organizations, Scouts BSA believes that our youth are capable of making their own decisions, under the guidance of a trained staff of adult leaders who know and understand the purposes and methods of scouting, and have the ability to teach the youth the skills they need to be successful in a troop setting.

Troop 435 encourages all parents to be involved in their scout’s scouting career. Dads and moms are encouraged to help at meetings, camp with the troop, teach merit badges or any of the several support services that the scouts and the Scoutmaster staff depend on. Without your help, we would not be able to organize the exciting program our scouts enjoy. It is truly one of the strengths of Troop 435 that we have one of the best Troop committees in the entire district, if not the entire council.

However, always remember, the adults play a supporting role in the Troop program: they should never dominate. Parents everywhere have a natural tendency to try to make things “easy” for our children, to help them whenever we can, and to sometimes do things for them. We hate to see our kids fail and will often step in to prevent them from making even the most minor mistake.

In a youth led troop, the scouts themselves, led by the Senior Patrol Leader and staff, and guided by the Scoutmaster plan, organize and execute the entire troop program. At times, the scout will do an outstanding job: at times they will struggle, and at times, they will fail. No matter the result, when the scouts call the shots, they will learn from their experiences.

So, what is the proper role of the parent in the troop setting? This passage by Bill Britt, Scoutmaster of Troop 509 from Hurlburt Florida, sums up the adult / parent’s role in scouting nicely:

### **Ten Commandments for "Scouting Dads" and "Scouting Moms"**

- 1. Thou shalt allow thy progeny their due breathing room. Don't smother your child.*** Remember, these are your scout’s “good ol’ days”. Let them have fun and experience Scouting as if you were not there. Try to let your scout make their own decisions; this is a great venue for learning to make decisions without relying on you.
- 2. Thou shalt praise in public and criticize in private.*** Scouts have feelings too. **Help our youth build self-esteem by correcting them away from the group.** Stop the action if it is unsafe or inappropriate, and talk with the offending Scout away from their peers. Remember BSA policy on one-on-one contact— it is for you too.
- 3. Thou shalt allow the scouts to do their jobs.*** Never confront a youth leader unless it is a matter of safety or appropriateness. If you have a problem with the way things are being run, you will speak to the Scoutmaster, not the youth leader. If in doubt, ask the Scoutmaster. Let them do their duties—this builds a sense of ownership in the program. **Sure, we could do it for them, and probably do a better job—that's not the idea. Let the scouts do it!**

**4. *Thou shalt spread the wealth.*** It's OK to console a homesick scout. Remember, 75% of our scouts are at Camp on their own. Please avoid trying to do things just with your own scout all the time. A little attention to one or two of their friends can go a long way to keeping spirits up.

**5. *Thou shalt let the Scoutmaster be the Scoutmaster.*** One person has to have the last say—at all Scout Functions; That has to be the Scoutmaster. This teaches our scouts respect for authority. If you undermine the authority of the Scoutmaster, you undermine a big part of the Program. If the Scoutmaster has told your scout not to do something and you let them do it because they are with you—your scout will come running to you anytime they don't get his way. Discipline is then lost.

**6. *Thou shalt follow and enforce the Troop Rules.*** If you don't follow or enforce them, how can we expect your scout to do otherwise? Never allow your scout to violate a rule just because they are with you. Remember that all youthful eyes, besides your scout's pair, are watching what you do.

**7. *Thou shalt be a participant.*** That means active in the activities and decision process. Please don't sit back and wait to be asked to do something— volunteer— it is fun. If you have a better way to do something, let us know! Please don't just bring up problems, offer solutions. The Scoutmaster can't operate in a vacuum.

**8. *Thou shalt guard thy tongue.*** We shall maintain civil speech, even in anger. Anyone speaking with forked-tongue will be asked to publicly apologize for using profanity. My deal with the scouts—I hear them use inappropriate language and they owe me a Diet Pepsi. They hear me, and I owe them a case of their favorite soft drink.

**9. *Thou shalt an example be.*** A scout can't be prouder of a parent that shows respect for their child by setting the example in patience and bearing. A parent can't express love for their scout more than by offering that scout guidance when asked; and by having the wisdom to know when not to guide, but bask in the glow of pride, as they watch their scout grow in spirit as they blaze their own trail.

**10. *Thou shalt have fun.*** OK, you've given up time and money to be here. So, get the heck outta Camp and do stuff! There is always something to do around these premier Camps we go to—but you can only enjoy them when you participate. We do not allow the scouts to hang around camp—why should you?

**In short, always remember this is Youth Scouting, *not* Adult Scouting**