

TROOP 61

Handbook



Table of Contents

Welcome to Troop 61!	3
Key Telephone Numbers	4
Boy Scout Oath	5
Boy Scout Law	6
The Outdoor Code	7
Aims of Scouting	8
Troop Leadership	9
Youth Leadership	11
Participation	15
Activity Participation	15
Rank Advancements	16
Driving and Safety	17
Uniforms	17
Dues	18
Discipline and Safety	18
Summer Camp and Outing Fees	19
Money Earning Projects	19
Problem Management	20
Prohibited Activities	21
Summary	21
COMMITMENT	23

WELCOME TO TROOP 61!

We are a Boy Scout Troop that has been in existence for many years. We are proud of our Scouts, our adult leadership and our Charter Organization, Presbyterian Church of Bloomingdale, which sponsors our group.

Troop 61 is an active group with a year round program. We meet every Monday night from 7:30pm to 9:00pm at the Presbyterian Church of Bloomingdale. Service patrol and some Scouts and leaders will be asked to meet at 7:00pm in order to prepare for the weekly meetings. Scouts are expected to be on time, to wear their full Field ("Class A") uniform, and to be prepared to participate in Troop activities.

Camping and outdoor activities are a very important part of our program. We go camping at least once a month. Most of our weekend campsites are located within two hours of Brandon. We spend at least one week every year at a Scout summer camp. We do travel out of state for our one week summer camp trips, AT Hiking trip and long weekend trips.

Our Troop is organized into Patrols of approximately 8-14 Scouts each. The Scouts, with guidance from the adult leaders and Scouts in leadership positions plan troop activities. Each Scout is encouraged to develop his leadership by accepting increasingly responsible positions within the Troop. Each Scout will be given the opportunity and is expected to share in the responsibilities of the Troop and his patrol.

There are many ways parents are asked to assist the Troop. ALL parent input is welcome. We encourage parents to sign up as a Scout Parent. A Scout Parent is a parent or adult mentor of a Scout who enthusiastically participates with their Scout and volunteers to provide the best quality program experience to all youth in the unit. A Scout Parent is trained in Youth Protection and often provides transportation to and from Scout activities. Parents can also sign up as Merit Badge Counselors. Merit badge counselors are the key to success in the merit badge plan. They offer their time, experience, and knowledge to help guide Scouts in one or more of the merit badge subjects. Another area where parents are used is within the Troop Committee. The Committee provides administration, logistics and management support to the Scoutmaster. The goal of the Troop Committee is to ensure that the Troop can provide a high quality program that is compliant with BSA policies. The Troop Committee usually meets on the 3rd Monday of every month at the Presbyterian Church of Bloomingdale at 7:00pm (during the regularly scheduled Boy Scout meeting).

A Court of Honor is normally scheduled quarterly to award Scouts who have advanced in rank, completed merit badges or receiving another award. We encourage every family member to attend Court of Honor ceremonies, whether or not your son is receiving an award. Full attendance at these events shows support for the entire Troop and makes it a very meaningful ceremony for each Scout.

Troop 61 holds different fundraisers throughout the year. Our Troop Committee welcomes any ideas for raising money to fund equipment for the Troop, summer camp for our boys and to help run the Troop in general. Many families and local firms graciously donate funds for special projects.

On the following pages are Troop 61 policies and procedures which are driven by BSA policies as outlined in the Boy Scout Handbook, the Scoutmaster Handbook, the Troop Committee Guidebook and BSA Advancement Guidelines.

KEY TELEPHONE NUMBERS

<u>Charter Organization Representative</u>	Donald Bodie	Phone provided on request
<u>Scoutmaster</u>	Mike Beck	662-7376 (H) 340-3988 (C)
<u>Troop Committee</u>		
Committee Chair	Judy Bland	679-7603 (H)
Treasurer	Brian McElroy	967-1967 (C)
Fundraising Coordinator	Tammy Sabando	661-8012 (H)
Secretary	Denise McElroy	654-8337 (H) 382-1830 (C)
Advancements Chair	Tamela (Tami) Taliento	436-0597 (H) 731-2816 (C)
Life to Eagle Coordinator	Larry Dodson	677-6424 (H)
Court of Honor Coordinator	Michelle Battle	Phone provided on request
Membership Chair	Paul Walker	662-6792 (H) 728-0572 (C)
Outdoor Activities Chair	Stephen Robinson	677-2501 (H) 421-5050 (C)
Summer Camp Coordinator	Minerva Huff	409-2636 (H) 728-4194 (C)
Service Chair	<i>Vacant</i>	
Training Chair	Donna F Williams	671-4173 (H)
Chaplain	David Bombaugh	Phone provided on request
Webmaster	Paul Walker	662-6792 (H)
Member-at-Large	Christine Milius	Phone provided on request
<u>Assistant Scoutmasters:</u>		
Assistant Scoutmaster - Quartermaster	Kevin Bland	404-9344 (C)
Assistant Scoutmaster - Dragon	Richard Vazquez	340-3946 (H)
Assistant Scoutmaster - Phoenix	Ed Milius	689-6565 (H) 690-1899 (C)
Assistant Scoutmaster - Ravens	Shane McElroy	654-8337 (H) 313-6087 (C)
Assistant Scoutmaster - Screamin Eagles	Rich Young	413-6973 (H) 913-687-7250 (C)
Assistant Scoutmaster - Tasmanian Devils	Mike Taliento	436-0597 (H)
Assistant Scoutmaster	Javier Nunez	829-9299 (H)
Assistant Scoutmaster	Nathan Jordan	655-3923 (H)

BOY SCOUT OATH

On my honor . . .

By giving your word, you are promising to be guided by the ideals of the Scout Oath.

I will do my best . . .

Try hard to live up to the points of the Scout Oath. Measure your achievements against your own high standards and don't be influenced by peer pressure or what other people do.

To do my duty to God . . .

Your family and religious leaders teach you about God and the ways you can serve. You do your duty to God by following the wisdom of those teachings every day and by respecting and defending the rights of others to practice their own beliefs.

and my country . . .

Help keep the United States a strong and fair nation by learning about our system of government and your responsibilities as a citizen and future voter. America is made up of countless families and communities. When you work to improve your community and your home, you are serving your country. Natural resources are another important part of America's heritage worthy of your efforts to understand, protect, and use wisely. What you do can make a real difference.

and to obey the Scout Law; . . .

The twelve points of the Scout Law are guidelines that can lead you toward wise choices. When you obey the Scout Law, other people will respect you for the way you live, and you will respect yourself.

To help other people at all times; . . .

There are many people who need you. Your cheerful smile and helping hand will ease the burden of many who need assistance. By helping out whenever possible, you are doing your part to make this a better world.

To keep myself physically strong, . . .

Take care of your body so that it will serve you well for an entire lifetime. That means eating nutritious foods, getting enough sleep, and exercising regularly to build strength and endurance. It also means avoiding harmful drugs, alcohol, tobacco, and anything else that can harm your health.

mentally awake, . . .

Develop your mind both in the classroom and outside of school. Be curious about everything around you, and work hard to make the most of your abilities. With an inquiring attitude and the willingness to ask questions, you can learn much about the exciting world around you and your role in it.

and morally straight.

To be a person of strong character, your relationships with others should be honest and open. You should respect and defend the rights of all people. Be clean in your speech and actions, and remain faithful in your religious beliefs. The values you practice as a Scout will help you shape a life of virtue and self-reliance.

BOY SCOUT LAW

A Scout is Trustworthy.

A Scout tells the truth. He is honest, and he keeps his promises. People can depend on him.

A Scout is Loyal.

A Scout is true to his family, friends, Scout leaders, school, and nation.

A Scout is Helpful.

A Scout cares about other people. He willingly volunteers to help others without expecting payment or reward.

A Scout is Friendly.

A Scout is a friend to all. He is a brother to other Scouts. He offers his friendship to people of all races and nations, and respects them even if their beliefs and customs are different from his own.

A Scout is Courteous.

A Scout is polite to everyone regardless of age or position. He knows that using good manners makes it easier for people to get along.

A Scout is Kind.

A Scout knows there is strength in being gentle. He treats others as he wants to be treated. Without good reason, he does not harm or kill any living thing.

A Scout is Obedient.

A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobeying them.

A Scout is Cheerful.

A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

A Scout is Thrifty.

A Scout works to pay his own way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

A Scout is Brave.

A Scout can face danger although he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

A Scout is Clean.

A Scout keeps his body and mind fit and clean. He chooses the company of those who live by high standards. He helps keep his home and community clean.

A Scout is Reverent.

A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

THE OUTDOOR CODE

As an American, I will do my best to -

- **Be clean in my outdoor manners.**

I will treat the outdoors as a heritage.

I will take care of it for myself and others

I will keep my trash and garbage out of lakes, streams, fields, woods, and roadways.

- **Be careful with fire.**

I will prevent wildfire.

I will build my fires only where they are appropriate.

When I have finished using a fire, I will make sure it is cold out.

I will leave a clean fire ring, or remove all evidence of my fire.

- **Be considerate in the outdoors.**

I will treat public and private property with respect.

I will use low-impact methods of hiking and camping.

and

- **Be conservation minded**

I will learn how to practice good conservation of soil, waters, forests, minerals, grasslands, wildlife, and energy.

I will urge others to do the same.

AIMS OF SCOUTING

To build character, foster citizenship and develop fitness

<u>Character</u>	Character is a moral and ethical quality consisting of honesty, courage and integrity. Also included in the Scouting program are qualities such as self-reliance, self-discipline, self-confidence and self-respect.
-------------------------	--

<u>Citizenship</u>	Citizenship is developed through an awareness of the community in which we live. We learn about various governmental agencies within our community such as the police and fire departments and how they operate. Our heritage and history through democracy has made this nation great. We develop an understanding that we live with each other in harmony and respect the rights of all our citizens.
---------------------------	---

<u>Fitness</u>	Types of fitness includes physical, mental, emotional and moral. We try to develop fitness through a program that encourages, requires and challenges Scouts to think about what they are doing in order to make proper decisions and to compete on a friendly and wholesome basis.
-----------------------	---

There are 8 methods that are used as the building blocks to accomplish the above aim of Scouting:

1. Ideals (Oath, Law, Motto, Slogan),
2. Patrol Method
3. Outdoor experience
4. Advancement
5. Personal growth
6. Adult association
7. Leadership development
8. Uniforms.

TROOP LEADERSHIP

All leaders, in addition to the duties listed, will:

- Set a good example
- Enthusiastically wear the Scout uniform correctly
- Live by the Scout Oath and Law
- Show Scout spirit
- Be trained in their position

SCOUTMASTER:

The Scoutmaster is responsible for training and guiding youth leaders in the operation of their Troop, and for managing, training, and supporting his Assistant Scoutmasters in their role. The Scoutmaster duties include:

- Being the guide and support for the Senior Patrol Leader (SPL) of the Troop. He should be available to the SPL at all times, but leading quietly from behind the scenes as requested and/or needed.
- Train youth leaders by conducting, at least yearly, an introduction to leadership and a team building work-shop as described in the Scoutmaster's Junior Leader Training Kit.
- Conduct an annual troop program planning conference to assist youth leaders in planning the troop program.
- Attend (and guide as necessary) a monthly Patrol Leader's Council meeting to plan weekly troop meetings and conduct troop business.
- Attend (and guide as necessary) weekly meetings of the troop.
- Assist in selecting and recruiting Assistant Scoutmasters.
- Works with Troop Committee Chair and SPL in developing a program and meeting agendas that address the needs of the Troop. Ensures SPL is properly implementing the agreed on plan.
- Conduct Scoutmaster Conferences for all ranks.

ASSISTANT SCOUTMASTER:

Assistant Scoutmasters are recruited by the Scoutmaster and approved by the Troop Committee to assist the Scoutmaster in the operation of the troop. Assistant Scoutmasters must serve on the Committee for a minimum of 6 months prior to appointment.

- Performs duties as assigned by the Scoutmaster
- Conduct Scoutmaster Conferences as requested by Scoutmaster.
- Provide guidance to the boy leadership.
- Provides required two-deep leadership (two adult leaders present at every Boy Scout activity).

JUNIOR ASSISTANT SCOUTMASTER:

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18 and should hold the rank of Eagle. He's appointed by the Scoutmaster because of his leadership ability and reports to the Scoutmaster.

- Performs duties as assigned by the Scoutmaster

CHARTERED ORGANIZATION REPRESENTATIVE:

The Chartered Organization Representative is the direct contact between the unit and the Chartered Organization. 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 council. The Chartered Organization Representative appoints the unit committee chair.

COMMITTEE CHAIR:

Appointed by the chartered organization and registered as an adult leader of the BSA. The unit committee chairman appoints and supervises the unit committee and unit leaders. This position reviews all other Committee positions annually.

TROOP 61
Boy Scouts of America
Valrico, Florida

SECRETARY:

Appointed by the committee chair to keep minutes and records, send notices, and handle publicity.

TREASURER:

Appointed by the committee chair to handle unit funds, pay bills, maintain accounts, coordinate the annual Friends of Scouting (FOS) campaign, and supervises fundraising.

ADVANCEMENT CHAIR:

Appointed by the Committee Chair to ensure that the unit has at least monthly boards of review, quarterly courts of honor and encourages Scouts to advance in rank. Supports Troop goals of helping each Scout advance a rank each year and helping new Scouts to reach First Class rank during their first year. Responsible for record keeping and submitting advancement reports.

OUTDOOR/ACTIVITIES CHAIR:

Appointed by the Committee Chair to secure tour permits and permission to use camping site, serve as transportation coordinator, helps Scoutmaster ensure a quality outdoor program.

MEMBERSHIP CHAIR:

Appointed by the Committee Chair to help ensure a smooth transition of new Scouts into the unit and orientation for new parents.

TRAINING CHAIR:

Appointed by the Committee Chair to ensure training opportunities are available, maintain training records and materials, and is responsible for making sure leaders have completed all required training.

SERVICE CHAIR:

Appointed by the Committee Chair to promote and facilitate service projects.

CHAPLAIN:

Appointed by the Committee Chair to provide spiritual tone, guide the Chaplain Aide, give spiritual counseling, and promote the regular religious participation of each member.

FUNDRAISING COORDINATOR:

Appointed by the Committee Chair to supervise Fundraising and ensure that every youth member has the opportunity to participate in Popcorn sales or other Fundraising events. This position reports to the Treasurer.

LIFE TO EAGLE COORDINATOR:

Appointed by the Committee Chair to advise Life Scouts in achieving the rank of Eagle. This position reports to Advancement Chair

COURT OF HONOR COORDINATOR:

Appointed by the Committee Chair to coordinate activities related to Troop Courts of Honor. This position reports to Advancement Chair

SUMMER CAMP COORDINATOR:

Appointed by the Committee Chair to coordinate all of the activities around Summer Camp, including the dissemination of information, verify that all information is collected from Scouts (medical forms, merit badge selections, prescription medication forms, etc...) ,collects payments or help arrange funding for needy Scouts.and coordinate travel arrangements. Reports to Outdoor/Activities Chair

YOUTH LEADERSHIP

There are Leadership requirements for the ranks of Star, Life and Eagle. The following positions are eligible to meet those requirements: Junior Assistant Scoutmaster, Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader, Troop Guide, Troop Instructor, Scribe, Librarian, Historian, Quartermaster, Bugler, Chaplain Aide, OA Representative, Leave No Trace Trainer and Den Chief.

SENIOR PATROL LEADER:

The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.

Reports to the Scoutmaster.

- Runs all troop meetings, events, activities and the annual program planning conference.
- Runs the Patrol Leaders' Council meetings
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster
- Assigns duties and responsibilities to junior leaders
- Assists the Scoutmaster with junior leader training

ASSISTANT SENIOR PATROL LEADER:

The Assistant Senior Patrol Leader is the second-highest-ranking junior leader in the troop and is appointed by the senior patrol leader with the approval of the Scoutmaster. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in his absence or when called upon. He also provides leadership to other junior leaders in the troop and reports to the Senior Patrol Leader.

- Helps the Senior Patrol Leader lead meetings and activities
- Runs the troop in the absence of the senior patrol leader
- Helps train and supervise the Troop Scribe, Quartermaster, Instructors, Librarian, Historian and Chaplain Aide
- Serves as a member of the Patrol Leaders' Council

PATROL LEADER:

The Patrol Leader is an elected leader of his patrol and represents his patrol at Patrol Leaders' Council. He reports to the Senior Patrol Leader.

- Appoints the Assistant Patrol Leader and other Patrol leaders such as Patrol Quartermaster, Grubmasters, etc.
- Plans and steers patrol meetings
- Helps Scouts advance
- Acts as the chief recruiter of new Scouts
- Keeps patrol members informed
- Knows what his patrol members and other leaders can do

ASSISTANT PATROL LEADER:

The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence. He reports to the Patrol Leader.

- Helps the Patrol Leader plan and steer patrol meetings and activities
- Helps the Patrol Leader keep patrol members informed
- Helps the patrol get ready for all troop activities
- Represents his patrol at the Patrol Leaders' Council meetings when the patrol leader cannot attend
- Lends a hand managing the patrol and building patrol spirit

TROOP INSTRUCTOR(s):

Instructor teaches Scouting skills and reports to the Assistant Senior Patrol Leader.

- Teaches basic Scouting skills in troop and patrols

TROOP 61
Boy Scouts of America
Valrico, Florida

TROOP QUARTERMASTER:

The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order. This position reports to the Assistant Senior Patrol Leader.

- Keeps records on patrol and troop equipment
- Makes sure equipment is in good working condition
- Issues equipment and makes sure it's returned in good condition
- Makes suggestions for new or replacement items
- Works with the adult Quartermaster and Patrol Quartermasters

TROOP SCRIBE:

The Troop Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, Scout attendance at troop meetings and assists with the Troop's website. He reports to the Assistant Senior Patrol Leader

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records individual Scout attendance and dues payments
- Records individual Scout advancement progress
- Works with the adult Advancement Chair and Treasurer who are responsible for records and finance
- Works with Troop Webmaster to update the Troop's website.

TROOP LIBRARIAN:

The Librarian takes care of troop literature and keeps a record of items owned by the troop and reports to the Assistant Senior Patrol Leader

- Sets up and takes care of a troop library
- Keeps records of books and pamphlets owned by the troop
- Adds new or replacement items as needed
- Keeps books and pamphlets available for borrowing
- Keeps a system for checking books and pamphlets in and out

TROOP HISTORIAN:

The Historian keeps a historical record or scrapbook of troop activities and reports to the Assistant Senior Patrol Leader

- Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook
- Takes care of troop trophies, ribbons, and souvenirs of troop activities
- Keeps information about former members and leaders of the troop

TROOP CHAPLAIN AIDE:

The Chaplain Aide works with the troop Chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems of faith program and reports to the Assistant Senior Patrol Leader.

- Works the troop Chaplain on religious activities
- Plans and leads Troop religious activities
- Tells Scouts about the religious emblem program for their faith
- Makes sure religious holidays are considered during troop program planning
- Helps plan for religious observance in troop activities

BUGLER:

Makes appropriate bugle calls, as requested, at troop/team activities

TROOP 61
Boy Scouts of America
Valrico, Florida

ORDER OF THE ARROW REPRESENTATIVE:

Youth liaison between the local OA Lodge and the Troop. He coordinates service opportunities, unit elections, camp promotions, and inductions within the unit with the local OA Lodge or Chapter. He may request lodge and chapter resources to help meet the needs of his unit.

- Must be a registered member of the Order of the Arrow in good standing with both the Lodge and/or Chapter and the unit.
- Encourages year round and resident camping in the unit.
- Encourages older Scout participation in high adventure programs
- Encourages Scouts to actively participate in community service projects
- Assists with leadership skills training in the unit
- Encourages Arrowmen to assume leadership positions in the unit
- Encourages Arrowmen in the unit to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members

TROOP ELECTIONS:

Troop elections are held twice a year, at the end of February and the end of August.

- The Scoutmaster will preside over the elections and will guide the boys through the process to ensure that the proceedings are impartial and dignified.
- Troop members will be notified in advance of the election date to ensure everyone has the opportunity to attend and cast their vote.
- Applicants for Senior Patrol Leader and Troop Guide must be at least First Class.
- Applicants for Senior Patrol leader must have previously held the position of Patrol Leader.
- Leader applicants must be active in the Troop to be considered for a position.
- Leader applicants must be able to attend the Junior Leadership Training (JLT) session, the weekend following the election.
- A quorum of at least 50% of the troop members must be present to hold elections.
- Balloting will be secret. Scouts may not otherwise indicate their approval or disapproval of candidates during the elections.
- Only registered boy scouts may vote; unregistered prospective boy scouts may not vote; adults may not vote.
- Elections must be won by a "majority" vote (not a "plurality" vote). If more than two candidates run for an office, and one candidate does not receive a majority vote (>50%) on first balloting, the two candidates who received the highest number of votes will remain on the ballot for a run-off election. If the run-off election ends in another tie, the current term-ending youth leaders will conference and decide the tie-breaker. If the tie includes any of the current term-ending leaders they will be excluded from the conference.
- Troop elections and appointments will consist of four phases:
 - Phase 1 - *Election of the Senior Patrol Leader*
 - Phase 2 - *Assistant Senior Patrol Leader Appointment*
 - Phase 3 - *Patrol Elections*
 - Phase 4 - *Appointments and Final Results*

TROOP 61
Boy Scouts of America
Valrico, Florida

DEN CHIEF:

He is selected by the Senior Patrol Leader and Scoutmaster. The position of Den Chief serves at the request of the Cubmaster. The Den Chief Service award requires a minimum of 1 year of service to the Cub Scout Pack. This position falls outside of the normal election process.

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts achieve the purposes of Cub Scouting.
- Serves as the activities assistant at den meetings.
- Sets a good example through attitude and uniforming.
- Is a friend to the boys in the Den.
- Helps lead weekly den meetings.
- Helps the Denner and assistant Denner to be leaders.
- Helps the den in its part of the monthly pack meeting.
- Meets regularly with the den leader to review Den and Pack meeting plans. Meets as needed with adult members of the Den, Pack, and Troop.
- Attends Den Chief Training.
- Encourages Cub Scouts to become Webelos Scouts when they are eligible.
- Encourages Cub Scouts to join a Boy Scout Troop upon graduation.

PARTICIPATION

Being active is one of the main keys to a successful Scouting experience. The Troop is made up of patrols, and the patrol is the foundation on which the larger Troop is built. For a Troop to be successful, the patrols must work to become strong units. The Scout must accept responsibility to be an active participant. Strong patrols mean a strong Troop. For a patrol to be successful, the members need to know that they can count on each other to be an active, contributing member of the patrol. Outings and other activities are planned by the patrols. A Scout who has not been part of the planning will not get the full benefit out of the program. Active participation provides avenues for growth through rank advancement and fulfillment of leadership responsibilities. Many times, individual advancement needs are met by the plans the patrol makes in preparation for campouts and other Troop events. Leadership responsibilities, whether they are direct leadership or an administrative position, require a Scout to be active.

ACTIVITY PARTICIPATION

BSA Definition of "Active" - A Scout will be considered "active" in his unit if he is:

1. Registered in his unit (registration fees are current)
2. Not dismissed from his unit for disciplinary reasons
3. Engaged by his unit leadership on a regular basis (informed of unit activities through Scoutmaster conference or personal contact, etc.)
4. In communication with the unit leader on a quarterly basis

Active participation within a Patrol at Troop meetings is important for Troop outings to be successful. Details for activities are worked out and information is exchanged at the Troop meetings. In order for the Scouts to be prepared, attendance is encouraged. The Patrol and Troop count on all of its members to be present and take part in the program for it to be successful. A substantial part of a Scout's development takes place at Troop outings. It is understood that conflicts in Scouting and other worthwhile activities will arise. When it appears that an individual consistently misses meetings but still desires to attend outings, these actions will be dealt with on a case-by-case basis by the Scoutmaster

Scouts must learn to balance their time between other activities and Scouting. By actively participating in the Scouting program a Scout increases his ability and opportunity for rank advancement and leadership growth. A commitment to Scouting must be made for proper recognition.

RANK ADVANCEMENTS

There is no specified tenure for Scout, Tenderfoot, Second Class or First Class ranks. Scouts may work toward advancement for these ranks at their own rate. They may also work on all requirements for these ranks at the same time. The only limiting factor for these ranks is the number of specific activities to be attended.

For the Star, Life and Eagle ranks, BSA states that a Scout must be active in Troop and Patrol activities for at least 4 months as First Class Scout prior to achieving Star rank; at least 6 months as a Star Scout before achieving the Life rank; and at least 6 months as a Life Scout before achieving the Eagle Rank.

A Boy Scout advances from Tenderfoot to Eagle by doing things with his patrol and troop, with his leaders, and on his own. It's easy for him to advance if the following four (4) opportunities are provided for him.

1. *The Boy Scout learns.* A Scout learns by doing. As he learns, he grows in his ability to do his part as a member of the patrol and troop. As he develops knowledge and skill, he is asked to teach others. As he learns to teach others, he develops leadership.
2. *The Boy Scout is tested.* A Scout may be tested on requirements by his patrol leader, Scoutmaster, assistant Scoutmaster, a troop committee member, or a member of his troop. The Scoutmaster maintains a list of those qualified to give tests and to pass candidates. The Scout's Merit Badge counselor teaches and tests on the requirements for Merit Badges.
3. *The Boy Scout is reviewed.* After a Scout has completed all requirements for a rank, he has a board of review. For Tenderfoot, Second Class, First Class, Star, Life and Eagle Palms, the review is conducted by members of the troop committee. The Eagle Scout board of review is conducted in accordance with local council procedures.
4. *The Boy Scout is recognized.* When the board of review has certified a boy's advancement, he deserves to receive recognition as soon as possible. This should be done at a ceremony at the next troop meeting. The certificate for his new rank may be presented later at a formal Court of Honor.

SCOUTMASTER CONFERENCE

The Scoutmaster conference is neither an interrogation nor a retesting of a Scout's competence. It should be an informal conversation between Scout and Scoutmaster either toward a certain goal or as a requirement for advancement.

A Scoutmaster conference is simply a chance for the Scoutmaster to talk to a Scout about how he is doing, how he feels about the troop and his role in it, how he is advancing, and how he is striving to live up to Scouting's ideals. Consequently, a Scoutmaster conference can take place anytime and for any reason.

BOARD OF REVIEW

The purpose is to make sure the Scout has met all the requirements for rank advancement, to chat with the Scout about how he feels he is getting along with the Troop and its program, and to encourage the Scout to keep advancing. The intention of the board is not to retest the Scout on the skills and activities required for the rank.

Boards of Review are held during regular Scout meetings times with the exception of the third Monday of each month, due to scheduled Committee meetings and may only be scheduled with the Advancement Chairman after the Scout has participated in the Scoutmaster conference. A Scout must be in full Class A uniform to participate in a Board of Review. Boards of Review consist of at least three Committee members. Scoutmaster and Assistant Scoutmasters may not participate in Boards of Review.

DRIVING AND SAFETY

The top priority for our adult leaders is the safety of our Scouts. Policies are in effect to ensure that driving situations provide maximum safety to our Scouts. Parents or other adults who drive Scouts to meetings should plan on arrival before the 7:30pm start time for meetings, and should be there to pick them up at the close of the meeting at 9pm. If alternate transportation becomes necessary, such as for another non-parent adult picking up the Scout, please ensure that the Scout informs the adult leaders in advance. Without prior arrangement, it is difficult for the adult leaders to be sure that all departures are in concert with parental desires. In a similar manner, if the Scout needs to leave the meeting early, the adult leaders should be advised when the Scout is leaving and with whom the Scout is being transported.

Scouts are NOT allowed to drive other Scouts to any Troop function. A Scout with a valid driver's license may drive to Troop meetings on his own. The Scout who drives to a meeting also should NOT offer transportation to other Scouts. BSA policy states that a driver must be 18 years old before he is able to transport other Scouts to tour permitted activities. There is an exception to the age requirement. A Scout must be at least 16 with at least 6 months of "licensed" experience; he must have a clean record (no tickets or accidents) and permission must be given by all riders, riders' parents and adult leaders.

UNIFORMS

The Scout uniform is a tool of the program. Wearing the uniform is a sign that a Scout accepts certain values and believes in them. The uniform should give a feeling of belonging. The uniform should provide reason to take pride in how he looks. It is a "Billboard" for display of his accomplishments. If the Scout has a feeling that his uniform is not "Cool" or he is ashamed to be recognized as a Scout by wearing the uniform, then he is in the wrong organization. Our adult leaders proudly wear the Scout uniform and expect the boys to follow suit. The Troop 61 Uniform Guidelines document defines the requirements of the each component of the Field ("Class A") uniform including BSA insignia placement.

Field ("Class A") uniforms consist of the Scout uniform shirt, Scout shorts or Scout long pants, Scout socks, Scout belt and Troop neckerchief. Unless specified in advance, Field uniforms are required at all Troop 61 meetings and for travel to and from activities (such as campouts and outings).

Activity ("Class B") uniforms consist of a Scout related or plain T-shirt, Scout shorts or Scout long pants. Changes in approved Activity uniforms may specified by the Troop. Activity uniforms should be worn during a camp or other outings, but may also be required for games or activities during Troop meetings.

There may be unavoidable situations where a Scout may attend a meeting without a uniform. We encourage the Scouts to bring their uniform and change in the restroom if this becomes necessary.

DUES

Dues are collected annually prior to re-chartering. The current dues are \$60 annually. Dues sent to BSA and a Boys Life subscription take up about half of that amount, the remainder stays with the Troop to cover merit badges, awards and Troop equipment. Additional fees for outings and events are charged for food, facility use fees, etc.

DISCIPLINE AND SAFETY

Adherence to a "Code of discipline" is a must. We are proud of our safety record. We want the boys to have fun, but we also want them to be safe. Scouts are reminded by adult leaders to "Keep their hands to themselves." Pushing, shoving, wrestling and grabbing things out of each other's hands are the seeds that lead to fighting. Adult leaders will teach respect for others, as well as the values of responsibility and self control. Our insistence on trying to control and to limit physically aggressive behavior as much as possible is an effort to avoid hostile confrontations and perhaps major accidents and prevent injuries to the Scouts.

Our Scouts must accept the responsibility of controlling their own actions. Scouts who go as far as to actually fight will be sent home and will NOT be permitted to attend Troop meetings or the next Scout outing activity. This means that the parents will be called and will be required to pick up the Scout, regardless of the time of the night or day, or distance from home. The leader in charge will discuss the problem with parents, but the Scout will be sent home. Permission to reenter the Troop and to participate in Troop activities will be at the discretion of the Scoutmaster.

If an injury occurs on a campout or at a Troop meeting, it is every Scout's duty and responsibility to bring the situation to the immediate attention of an Adult Leader. Bullying, assault, harassment, hazing, ridicule, belittling or making fun of another Scout or Adult Leader will not be tolerated. A Disciplinary Scoutmaster Conference may need to be used to curtail this type of behavior. A Disciplinary Scoutmaster Conference will include the Scoutmaster, the Scout's Assistant Scoutmaster Patrol advisor, his Patrol Leader and the Senior Patrol Leader. (The Scoutmaster or person in charge should contact the Scout's parents to advise about the situation. Parents will be notified of the Conference and may attend.

Repeated violations of Troop rules may result in a Scout being asked to relocate to another Troop or reconsider his desire to be a Boy Scout. The Scoutmaster and the Charter Organization Representative makes the ultimate decision in these matters.

CARE OF EQUIPMENT

Scouts need to realize that the equipment the Troop has purchased for them to use needs to be taken care of. Running through camp and tripping over tent lines damages the tents. Throwing things at each other in camp is not only unsafe for them personally, but can also lead to damaged equipment. Not being careful with opening or closing the zippers in the tents can result in costly repairs.

Scouts who damage equipment through roughhousing or carelessness will be charged for repairs of that equipment.

Scouts also need to learn respect for personal gear that does not belong to them and the importance of keeping their hands off the belongings of others. We request that any items that belong to a Scout are marked with his name. If Scouts fully comply with this request, most issues will be avoided.

SUMMER CAMP AND OUTING FEES

Fees must be paid in full in advance for Summer and monthly camps. Monthly campouts usually have a use fee payable to the troop and a food or "Grub" fee payable to a member of Scout's patrol appointed as Grubmaster. Grub fees are due no later than the Troop meeting prior to an outing and are non-refundable.

Troop Summer Camp refund policy is dependent on the Refund Policies of the Summer Camp the Troop is attending.

Camp use fees may or may not be refundable.

MONEY EARNING PROJECTS

These activities are established and approved by the Troop Committee. These projects help pay for Troop equipment, summer camp, transportation and other activities of the Troop. The Committee reserves the right to apply certain funds for specified events such as summer camp or campouts. Scouts who participating in these fundraising projects will receive a portion of the proceeds in a Scout Account to be used for Scouting related items or activities. If the Scout leaves the Troop and does not transfer funds to another Troop within 6 months, the funds in their Scout Account will be forfeited and will be deposited into the Troop's Good Samaritan fund for needy Troop 61 Scouts.

PROBLEM MANAGEMENT

Sometimes Scouts, Scout Leaders, and parents/guardians make mistakes. No matter who you are, or how fantastic your unit may be, problems occur and a crisis can strike. The most frustrating aspect of problems and/or crisis management is that it strikes when you are least prepared for it and you do not know the proper procedures or who to address the problems to. In the event of a problem or crisis, it is very important that we follow clear and proper lines of communication. Below is an outline for your use, along with contact names and phone numbers.

Problem:

Scouting should be a safe environment for boys to explore, learn, and make honest mistakes. Parents/Guardians expect all Scout leaders to be trained, follow all Troop, Church, and BSA policies, and to be fair and impartial. Scouts should follow Scout laws and should not bully, use foul language, or make fun of other Scouts. We have Scouts at differing levels of maturity and some with development issues.

Scouts:

If a Scout feels like he is being verbally or physically abused, being treated unfairly by his leadership chain of command, he has the right to report these problems without fearing retribution. For most problems, he should use his chain of command: Patrol Leader, Senior Patrol Leader, Assistant Scoutmaster, Scoutmaster. If he has a problem with anyone in his chain of command, he should talk to the person who is next in the chain. If he has a problem with the Scoutmaster, he should talk to the Committee Chair after conversing with his parents.

Scout Leaders/Parents/Guardians:

Sometimes Scout Leaders/Parents/Guardians have problems with the way the program is run or supported within the Troop. These can be concerns about not following BSA policy, favoritism, patterns of unsafe practices, etc... Scout Leaders/Parents/Guardians should address their concerns immediately with those whom they have a problem with and advise both the Scoutmaster and Committee Chair. If it involves the Committee Chair or Scoutmaster and can not be resolved with direct confrontation, then they should report the issue to the Chartered Organization Representative. The final authority on all Scout issues within the Troop is the Institution Head (or Chartered Organization Rep if that authority is delegated)

Other Problems:

If there are additional problems or concerns that you feel need to be escalated outside of the Troop please feel free to contact either the District Director, Jennifer Thomason or the District Executive, Molly Blanton, their contact information is below:

Jennifer Thomason
Molly Blanton

jthomason@boyscouting.com
mblanton@boyscouting.com

813-244-1415 (Cell)
813-645-9382 (Cell)

PROHIBITED ACTIVITIES

- Smoking, alcohol or illegal drug use is prohibited at all Scout functions
- Radios, TV's, CD players, video games or other electronic devices including game cartridges, CDs and tapes are prohibited, except for times when traveling long distances to camp. This restriction will be at the Scoutmaster's discretion.
- Candy, cookies or food for personal consumption, especially in packs or tents is prohibited. Exceptions are made for hiking/backpacking and as needed by the SM. On regular outdoor activities these items may be turned in to the Grubmaster for Cracker Barrels.
- Fixed blade knives, sheath knives or folding knives with blades 4 inches or longer will only be allowed at the Scoutmaster's discretion.
- Fireworks, firearms, BB guns, pellet guns, etc., are strictly prohibited.
- Comic books and magazines outside tents are highly discouraged. This restriction will be at the Scoutmaster's discretion.
- Personal lighters are prohibited. Troop camp boxes will have lighters.
- No matches will be in the possession of Scouts, unless the Scout has a current Firem'n Chit card in his possession.
- Swearing, dirty jokes, verbal abuse of others, and obscene gestures are prohibited.
- Hazing, ridicule, belittling or making fun of another Scout or Adult Leader is not acceptable behavior.
- Using or borrowing another Scout's property or possessions is discouraged and without the scout's permission is prohibited.
- Borrowing Troop tents, lanterns, or other gear for personal use is prohibited. Gear may be sent home for cleaning, drying, or maintenance at the discretion of the Quartermaster.
- Fighting and wrestling, pushing and shoving are prohibited.
- No Scout shall sell items to other Scouts, this includes gestures that would indicate paying a Scout to interact in an activity for personal monetary gain.
- Other activities inconsistent with the Scout Oath, Scout Law or Outdoor Code are prohibited.

SUMMARY

These policies have been written, adopted, and approved by the Troop Committee and the Scoutmaster. They are set forth to encourage the realization of responsibilities required to reach the goals of Scouting and of this Troop. It is the intent of the Troop to promote the opportunities and fun that Scouting can provide, to all Scouts. These policies have been established to continue a long and successful Scouting tradition. Over the years, Troop 61 has taken part in the development of many outstanding young men. We can certainly be proud of all their accomplishments. The Troop Committee and the adult leadership of Troop 61 stand ready to provide a program that will challenge and encourage each Scout.

This page is intentionally left blank.

Welcome to Troop 61.

COMMITMENT

Troop 61 maintains high standards in carrying out the objectives and goals of the Boy Scouts of America. Troop policies have been established in order to keep these standards high. This letter commits each Scout and his Adult Leaders to keeping these standards as a personal responsibility. The standards we expect are:

Our Scouts and Adult Leaders accept the responsibility of controlling their actions. Scouts who fight or who disobey the Troop rules may be sent home and may not be permitted to attend the next activity. While we are in camp, this means that the parents could be called and will be required to pick up the Scout, regardless of the time of night or day or the distance from home.

Our Scouts and Adult Leaders realize that the equipment the Troop has purchased for them to use needs to be taken care of. Scouts who damage equipment through roughhousing or negligence will be charged for repairs of that equipment. Our Scouts also recognize that personal gear is exactly that, and commit to not using or borrowing another Scout's clothing or gear without permission.

Our Scouts and Adult Leaders commit to obey the following rules of behavior:

- Smoking, alcohol or illegal drug use is prohibited at all Scout functions
- Radios, TV's, CD players, video games or other electronic devices including game cartridges, CDs and tapes are prohibited, except for times when traveling long distances to camp. This restriction will be at the Scoutmaster's discretion.
- Candy, cookies or food for personal consumption, especially in packs or tents is prohibited
- Fixed blade knives, sheath knives or folding knives with blades 4 inches or longer will only be allowed at the Scoutmaster's discretion.
- Fireworks, firearms, BB guns, pellet guns, etc., are strictly prohibited.
- Comic books and magazines outside tents are prohibited.
- Personal lighters are prohibited. Troop camp boxes will have lighters.
- No matches will be in the possession of Scouts, unless the Scout has a current Firem'n Chit card in his possession.
- **Swearing, or dirty jokes, verbal abuse of others, or obscene gestures are prohibited.**
- Using or borrowing another Scout's property or possessions is discouraged and without the scout's permission is prohibited.
- Borrowing Troop tents, lanterns, or other gear for personal use is prohibited. Gear may be sent home for cleaning, drying, or maintenance at the discretion of the Quartermaster.
- Fighting and wrestling, pushing and shoving are prohibited.
- No Scout shall sell items to other Scouts. This includes gestures that would indicate paying a Scout to interact in an activity for personal monetary gain.
- Other activities inconsistent with the Scout Oath, Scout Law or Outdoor Code are prohibited.
- Hazing, ridicule, belittling or making fun of another Scout or Adult Leader is not acceptable behavior.

We have read the above and agree to adhere to the Troop's rules and regulations. We will all work together to make the Scouting experience a positive one for each Scout.

_____, _____ and _____,
(Parent's Signature) Date (Scout's Signature) Date