

TROOP 115
PARENT HANDBOOK
(last updated 01/20/2003)

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INTRODUCTION

Welcome to Troop 115, Boy Scouts of America.

Every Scout needs to know what is expected of him. The success of having an adventurous and safe outdoor program rests in the ability of the Boy Scout to take responsibility for his own behavior. Boy Scout accident, medical and liability insurance depends upon planned activities conducted with regard for safety and protection of property. All Scouts need to know what is "OK" and what is not. In order to guarantee acceptable conduct all adult Scouters need to know what is expected of them. The policies outlined in this document establish the procedures for running Troop 115's program.

Boy Scouting uses a **fun** program to promote character development, citizenship training and personal fitness for every member and to encourage boy leadership. In support of this program Troop 115 adult leaders are present as **advisors**, insuring safety and keeping the program oriented toward **Scouting ideals**. Troop, patrol and patrol council meetings, camping trips and day trips **shall be run by boy leaders, not by the adults.**

But, boys are "boys", and there may be many times when you will question, "Why are they so disorganized?" "Why are the meetings so noisy and unproductive?" and "Why don't the adults step in and do something?"

In Scouting we believe that the best way to develop leadership is to let the boys have as much freedom as possible; applying just enough adult authority to keep them safely focused on the task at hand. As long as they are sincerely trying to accomplish the duties of their positions they are learning the rudiments of leadership.

This booklet outlines the application of general BSA policy to specific situations regarding Troop 115.

BSA policy is written in various official publications and is the final authority for resolving questions of policy. The Troop Committee is the final authority for implementing BSA policy in Troop 115. Proposed changes to Troop 115 policy can be submitted to adult leaders, the Troop Committee Chairperson or a committee member for review at a Troop Committee meeting.

Once again, welcome to Troop 115. Keep in mind, **Scouting is a family activity** and we encourage parents to be involved in their Scout's development and to share in the **fun**.

CHAPTER 1: PARENT PARTICIPATION

1. General

The adults who provide supervision, support and time to make Troop 115 a success are volunteers. They will need your help. How you support your son's troop depends on your talent and available time. Both mothers and fathers can give a few hours to provide transportation, help maintain troop equipment, be a merit badge counselor, serve on our Troop Committee or serve in some other leadership position. Whatever your volunteer role, our troop needs you to keep operating as a quality unit which makes our troop worthy of the fine Scouts it serves. Please complete the troop resource survey and return it to the Scoutmaster or Troop Committee Chairperson.

2. Personal Growth Agreement

The Scoutmaster will discuss with your son his strengths and interests and will recommend ways he can use these in his Scouting activities. It will be up to your son to decide the goals he sets for himself as a growth agreement. The Scoutmaster will encourage and counsel your son along the way. Your interest in his growth in Scouting is vital in helping him to realize his personal responsibilities.

3. Funding

Each Scout is asked to share the cost of Troop activities. We currently impose an annual activity fee, and may require additional fees to offset the costs of special functions.

Traditionally, fundraising includes:

- Annual popcorn sale
- Periodic bottle-and-can drives
- Christmas tree sales
- Apple Fritter sales

Occasionally there are opportunities for parents to raise funds, as in raffle ticket sales, but our emphasis remains on the boys performing the fundraising activities.

CHAPTER 2: NEW SCOUTS

1. General

Troop 115 is a relatively large troop with a dynamic membership. Currently, the troop enrolls 4-8 new Scouts per year. While a majority of the new members advance from the Webelos program, the troop does acquire boys transferring from other troops, districts and councils.

- a. The Scoutmaster, Senior Patrol Leader (SPL) or representative members from Troop 115 will attend Webelos bridging ceremonies of Cub Scout Pack 115.. Each Webelos who has stated his intent to join Troop 115 will be presented a Scout neckerchief, slide and/or handbook from the Troop and will be officially welcomed to the Troop. Upon registration of the new Boy Scout, the Troop will also arrange for an initial subscription to Boys' Life.
- b. Boys, ages 10 years and six months, advancing from Webelos will either form a new patrol or will merge into existing patrols.
- c. If the new joiner is older than 10 years and 6 months or has previous Scouting experience he may be placed in a patrol with others of his age or skill level.

2. Information Packet

The information packet is designed to give a new Scout and his parents details about Scouting and Troop 115. The packet includes the following:

- Parent Handbook is now located online at <http://pompeyhills.com/troop115/index.htm>
- BSA Personal Health and Medical Record Forms (including parents' authorization for emergency treatment)
- Troop Resource Survey (Parents: please give some serious thought to signing up to help.)
- Troop Organization Chart
- Troop Committee Members Contact List
- List of Troop 115 Members
- BSA application (both boy and adult)
- Youth Protection Program Guidelines
- BSA Council Accident and Sickness Insurance Plan pamphlet

3. Troop Information/Permission Requirements

Prior to any Scout participating in his first Troop 115 event, the following shall be returned to the Scoutmaster or one of his assistants:

- Completed BSA application along with the *prorated share* of the annual dues to pay for registration and insurance.
- BSA Personal Health and Medical Record (including parent's authorization for emergency treatment)

4. Troop Uniform Policy

a. Wearing a uniform "shows Scout spirit." It is not the purpose of the Scout uniform to hide the differences between boys or make them feel they are all the same. Scouts come from all racial and ethnic backgrounds; they have their own religious beliefs and family traditions. Scouting wants boys to take pride in these differences rather than to hide them or be ashamed of them. There is one way all Scouts are alike. Whenever a Scout sees another Scout in uniform, he knows he is like that person because both have committed to the principles of the Scout Promise and Scout Law. This is important in a time when there are too many things dividing people. The Scout Oath and Law bind all Scouts, the world over, in a common purpose. The Scout uniform identifies Scouts openly with someone of the same beliefs and values. By wearing the uniform Scouts are taking an open stand for their beliefs.

b. BSA policy allows a troop several options regarding uniforms. Troop 115 has elected the following:

(1) Class A

- Scout shirt (long or short sleeve)
- Scout neckerchief, BSA neckerchief (presented to new Scouts at the bridging ceremony) or bolo with any slide.
- Any closed-toe shoe or boot (as a safety precaution Troop 115 precludes the wearing of sandals at Scouting events.)
- OPTIONAL: Scout trousers (long or short). If short pants are worn, Scout stockings or Scout socks shall be worn.
- OPTIONAL: Scout hat is optional; however, should the Scout elect to wear a hat, the baseball-style mesh Scout hat is the only hat authorized for BSA events, i.e., troop meetings, merit badge sessions, etc.
- OPTIONAL: Scout belt
- OPTIONAL: Scout socks; however, if short pants are worn, Scout stockings or Scout socks shall be worn.

Note: Order of the Arrow (OA) sashes are only worn at OA functions, not at regular troop meetings.

(2) Class B (may be prescribed for summer events/meetings or travel to/from Scouting events.)

- Scout T-shirt
- Any closed-toe shoe or boot (as a safety precaution troop policy precludes the wearing of sandals at Scouting events.)
- OPTIONAL: Scout trousers (long or short)
- OPTIONAL: Scout hat
- OPTIONAL: Scout belt
- OPTIONAL: Scout socks

c. Scouts should wear their uniform for all Scouting activities. Encourage your Scout to comply. An entire uniform will be required for Courts of Honor, some district, council and out-of-council events, e.g., summer camp. A merit badge sash will be required after six merit badges are earned. (Up to six merit badges can be worn on the right sleeve of the long-sleeve shirt.) The merit badge sash is a required uniform item for special occasions.

d. New uniforms are available for sale through Hiawatha-Seaway Council's office.

e. The troop maintains a uniform exchange box in the Scout closet. Items that older Scouts have outgrown are placed in the box for use by new/younger Scouts. If you use the exchange service please donate when your Scout(s) outgrows uniform items.

f. If for any reason a Scout is unable to afford such a uniform the troop will help arrange for one. A note, signed by the Scout's parents or guardian, stating financial circumstances shall be presented to the Scoutmaster or Troop Committee Chairman. Personal details will remain confidential.

g. Uniform inspections will be conducted by the boy leaders at least once a quarter.

5. Dues Policy

Troop dues are currently \$20 per year to be paid in the fall. Payment can be made at any Troop meeting or sent to the Troop Committee Treasurer. Checks should be made payable to "Troop 115". Scouts who are delinquent in their dues will not be permitted to advance or participate in troop camping trips or events. As with any organization, activities require money. Financial problems are understood. If such occurs, let us know so we can work out an agreeable payment plan and keep your Scout active. Dues include BSA membership dues, Insurance and Troop 115 dues.

6. Annual Calendar of Events

Troop meetings and monthly events are planned for a 12-month period from September 1 through August 31. Activities generally include:

September	World Brotherhood Camporee
October	Hiawatha-Seaway Council Fall Camporee
November	Troop Fall Trip
December	
January	Hiawatha-Seaway Council Klondike Derby
February	Troop Winter Trip during school break
March	
April	Troop Spring Trip during school break
May	Hiawatha-Seaway Council Spring Camporee
June	
July	1-week Adirondack Camps, Treks; Local Troop activities
August	1-week Adirondack Camps, Treks; Local Troop activities

Troop 115's current Activity Calendar is available online at:

<http://www.calsnet.net/troop115cal>

a. Meetings: Meetings are held weekly at the Pompey Firehouse, currently on Mondays 7:00 PM until 8:30 PM unless there is another scheduled activity, a holiday or a school closing. Parents are responsible for arranging transportation for their Scout. Scouts should not arrive any earlier than 6:45 PM and should be picked up by 8:35 PM unless otherwise directed by the Scoutmaster. Parents are responsible for their own child's safety before and after Scout meetings. Do not leave your Scout at the meeting place if no adult leader is present. Loitering is not permitted. Scouts are not permitted to loiter outside during meetings. If the Scout does not report to the Scout meeting, Troop 115 is not responsible for him.

b. Courts of Honor: Troop 115 conducts Courts of Honor to recognize our Scouts' hard work. Courts of Honor are family affairs and parents are encouraged to attend to honor the boys for their achievements. A troop Court of Honor is generally held in September, February and May.

c. Summer camp: To give Scouts the opportunity to achieve BSA goals for long-term camping, Troop 115 provides the option to attend at least one week of camp at an approved BSA facility during the summer.

d. Short-term camping: Troop 115 strives to conduct a camping trip or special event each month. When possible these events will take advantage of events planned by the district or council. Short-term camps promote advancement opportunities, fun, fitness and comradeship.

e. Community Service: Throughout its history, members of the Boy Scouts of America have provided service to others. Troop 115 services our community through these and other efforts:

- Cleaning tables and serving at Pancake Breakfasts sponsored by Pompey Lions Club (our Chartering Organization) and by Pompey Volunteer Fire Department (who provides our meeting place)
- Road Clean-ups on Routes 80 and 91 ("adopted" by Troop 115)
- Placing flags on Fabius and Pompey veterans' graves for Memorial Day
- Providing community assistance on an as-needed basis
- Supporting and assisting with Eagle service projects

f. In preparing the annual calendar, the Senior Patrol Leader (SPL) will canvas the troop for desired events. The SPL will then hold a meeting of the Patrol Leaders' Council (PLC) with the Troop's Scout and adult leadership and prepare a proposed calendar for approval by the Troop Committee. The Troop Committee will consider the boys' desires for an annual program with respect to the ability to support the program. Once the Troop Committee approves the calendar of events, the Scoutmaster will arrange for printing and distribution of the calendar.

CHAPTER 3: TROOP ORGANIZATION

1. General

Troop 115 is organized in acceptance with BSA guidelines. The following descriptions highlight areas within the troop's organization.

2. Organization

a. Chartering organization: Pompey Lions Club is the chartering organization (CO) for BSA Troop 115. The charter allows the Lions Club to host a BSA troop for its community and youth objectives.

b. Chartering organization representative: A member of the Lions Club who serves on the Troop Committee and acts as a liaison between the troop and the chartering organization.

c. Troop Committee: The Troop Committee is a group of adults, generally parents of the Scouts, who support the troop by insuring that the troop's adult leadership is adequate, by providing various support functions, delivering a quality troop program and handling troop administration and by insuring that the troop is functioning according to official policy. Committee meetings are held monthly. The Troop Committee consists of a Chairperson, a Secretary, a Chartering Organization Representative, a Treasurer, an Outdoor Activities Coordinator, a Transportation Coordinator, and Advancement Coordinator and may also include a Troop Chaplain, a Training Coordinator, an Equipment Coordinator or Quartermaster, a Fund-raising Coordinator, and/or a Court of Honor Coordinator. (See Chapter 4, Adult Leader Positions or the BSA Troop Committee Guidebook for further information.)

d. Troop Committee Chairperson: The Committee Chairperson serves as the "Chairman of the Board," the Board being the Troop Committee. The term is 1 year.

e. Assistant Troop Committee Chairperson: The Assistant Committee Chairperson assists the Committee Chairperson and succeeds to that position. The term is 1 year.

f. Scoutmaster: The Scoutmaster is responsible for overseeing the operations of the troop. The Scoutmaster serves as the "Chief Executive Officer". **His main responsibility is the Scouts of the troop and all Assistant Scoutmasters assigned.** The Scoutmaster attends Troop Committee meetings and reports the status of the Troop and the annual program of events.

g. Assistant Scoutmaster: Aside from being responsible for a particular function, each Assistant Scoutmaster acts as an advisor to a pre-assigned patrol.

(1) Assistant Scoutmaster (Scout Patrol): Serves as an advisor, providing the boys with necessary information, forms and counseling. Also monitors boys' progress.

(2) Assistant Scoutmaster (Venture): Provides guidance to the Troop's Venture crew by insuring all their intended functions are being carried out in accordance with BSA policy.

h. Senior Patrol Leader (SPL): The Senior Patrol Leader is the boy leader of the Troop elected by his fellow Scouts. He sets the agenda and presides at all Patrol Leaders' Council (PLC) meetings, runs the weekly Troop meetings and appoints other boy leaders assigned specific responsibilities as needed. Term is 12 months.

i. Assistant Senior Patrol Leader (ASPL): The Assistant Senior Patrol Leader assists the Senior Patrol Leader (SPL) in conducting meetings and acts as SPL in the SPL's absence. He is responsible for training and giving direction to the Quartermaster, Scribe, Troop Historian, Librarian and Instructors. Term is 12 months.

j. Patrol Leaders: Patrol Leaders are responsible for their individual patrols at all times. They preside at patrol meetings, as well as control their patrol during Troop functions. They represent their patrol at Patrol Leaders' Council (PLC) meetings and report to the Senior Patrol Leader (SPL) for all matters concerning their patrol. They are responsible for insuring all patrol members are kept informed of Troop activities. Term is 12 months.

k. Venture Scouts: A Venture Patrol is an optional older-boy patrol (ages 13-17) within a troop. These boys have the maturity and experience to plan and take part in more challenging high-adventure outings and sports activities.

3. Patrols

a. The "patrol method" gives Scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method builds patrols into strong active units. This is best accomplished through long-term association with shared common experiences from camping to special events. Troop 115's goal is to maintain a patrol's integrity through as much of a Scout's career as possible. Given the dynamics of the people of our community that is not always possible. If it becomes necessary to reorganize patrols as a result of attrition then the Scoutmaster and adult leadership will determine new patrol organization.

b. Troop 115's goal is to maintain patrols of approximately eight Scouts each. There should be no more than 10 Scouts per patrol.

4. Intra Troop Transfers

After troop elections a Scout may request to change patrols. The decision will be made by the Senior Patrol Leader (SPL) and the Scoutmaster.

CHAPTER 4: ADULT LEADER POLICY

1. General

The adult leadership of Troop 115 has two major goals:

- Provide an environment for the boys to live the ideals of Scouting, including a chance to develop and demonstrate leadership abilities.
- Provide an adult organization structure that can adapt to changes in its staffing requirements.

In keeping with these goals the adult leaders will act primarily as advisors giving maximum opportunity for the Scouts to show responsibility.

2. Adult Leader Positions

a. The following positions reside at the Committee level:

- **Committee Chairperson** - Serves as the "Chairman of the Board," the Board being the Troop Committee.
- **Assistant Committee Chairperson** - Assists the Committee Chairperson and succeeds to that position.
- **Chartering organization representative** - A member of the Lions Club who serves on the Troop Committee and acts as a liaison between the troop and the chartering organization
- **Secretary** - Attends all committee meetings, takes minutes and types and distributes minutes for approval.
- **Treasurer** - Responsible for all of the troop's financial records (this includes the recording of all incoming and outgoing monies) and provides a monthly written report on troop finances to the Troop Committee. The yearly projected Troop budget is to be compiled and submitted to the Committee for review at the January Committee meeting.
- **Outdoor Activities** - Ensures a monthly outdoor program, promotes attendance at campouts, Camporees, and summer camps.
- **Transportation** - Works with the Scoutmaster to determine transportation requirements for camping trips/special events and organizes drivers and vehicles for events. Prepares tour requests and submits to Council.
- **Advancement** - Responsible for the administration of the Troop advancement program, keeps records and prepares reports for submission to the Council.
- **Troop Chaplain** –Provides a spiritual tone for meetings and activities and promotes regular participation of each member in the activities of the religious organization of his choice
- **Training Coordinator** – Ensure that Adult Leaders have opportunities for training; maintain an inventory of training materials; encourage Junior Leader Training for Scouts.
- **Quartermaster** - Responsible for working with the Troop Quartermaster in the organization, control and maintenance of Troop equipment.

- **Fund Raising** - Researches and recommends fund raising projects to meet the Troop's financial requirements. Organizes volunteers to assist in fund raising. Obtains approval from Council.

b. The following positions reside at the Troop level:

- Scoutmaster
- Assistant Scoutmaster (Venture Crew)
- Assistant Scoutmasters (assigned to individual Patrols)

Scoutmaster and Assistants are required to attend applicable BSA training.

Positions will be filled as supported by the number of adult volunteers. If the number of adult volunteers isn't sufficient to fill all positions, the Committee Chairperson and/or the Scoutmaster may combine committee or troop positions after gaining approval of the Committee.

3. Adult Leader Training

Any adult who becomes involved with the Troop is strongly encouraged to take advantage of Leadership Training courses offered by the Hiawatha-Seaway Council, BSA. This training insures the Troop's adult leaders remain on target with the aims of Scouting. Until leadership training can be arranged, adult leaders will be made familiar with the Youth Protection Program guidelines for Boy Scout leaders.

4. Adult Leader Meetings

Adult leaders are encouraged to become involved with all aspects of the Scouting program. The following is a list of some of the suggested meetings that adult leaders may attend:

- Troop Committee meetings
- Adult district roundtables
- Special "called" Troop Committee meetings
- Weekly troop meetings
- Training sessions

5. Adult Leader Conduct

Adult leaders shall exhibit the ideals of Scouting when working with boys. They will strive to set the example in their handling of the boys. Standards of conduct in personal habits, language, hygiene and interaction with Scouts will be in accordance with the Scout Oath and Law. The Scoutmaster is responsible for the conduct of adult leaders.

CHAPTER 5: BOY LEADER POLICY

1. General

Like any other activity, a leadership role within Scouting requires an extraordinary commitment. A leadership role with Troop 115 demands time and sacrifice of the Scout. Although Scouting is open to any boy at least 10 years and 6 months of age, Troop 115 leadership positions should only be considered by those boys who:

- Demonstrate the proper example
- Are willing to give to the Troop more than they receive
- Are willing to give Troop activities a high priority.

2. Available Boy Leader Positions

a. Elected positions:

- Senior Patrol Leader (SPL) - Elected by the Troop
- Assistant Senior Patrol Leader (ASPL) - Elected by the Troop
- Patrol Leader - Elected by individual patrols

b. Appointed positions:

- Scribe (Secretary) - Appointed by the Senior Patrol Leader (SPL)
- Chaplain's Aide - Appointed by the SPL
- Quartermaster - Appointed by the SPL
- Librarian - Appointed by the SPL
- Historian - Appointed by the SPL
- Assistant Patrol Leader - Appointed by the Patrol Leader

3. Troop Elections

Troop elections are held annually.

a. A general election of the entire troop will be conducted for Senior Patrol Leader (SPL) and for Assistant Senior Patrol Leader (ASPL). The outgoing SPL will preside over the election, accepting nominations and supervising the collection of ballots. Voting will be conducted by secret ballot. Election for SPL will be conducted first to allow candidates not elected to run for Assistant Senior Patrol Leader and/or Patrol Leader. The candidate receiving a simple majority of the members present will be declared winner. If more than two boys are running for a position and no one receives 50 percent of the votes, a re-vote will be taken between the two candidates getting the most votes until one candidate receives a majority of the votes.

b. Individual Patrols will elect their Patrol Leader. A Patrol Leader election will be held immediately following the election of the SPL and ASPL. Only patrol members will vote for their respective Patrol Leader. Votes will be by secret ballots. Ballots will be counted and verified by the outgoing Patrol Leader and a Troop Guide or Assistant Scoutmaster.

c. All other leadership positions will be recommended by the Senior Patrol Leader and approved by the Scoutmaster. All leadership positions will be rotated every 12 months to give each member of the Troop maximum opportunity to serve.

d. An attempt will be made to get 100 percent of the Troop's membership in attendance during the night of the election. No election will be conducted if fewer than two-thirds of the general membership is present.

4. Qualifications

a. Senior Patrol Leader (SPL): Each Scout running for the office of Senior Patrol Leader must be a Star Scout, must have served as a Patrol Leader and must have attended (or agree to attend) Junior Leader Training.

b. Assistant Senior Patrol Leader (ASPL): Each Scout running for the office of Assistant Senior Patrol Leader must be a First Class Scout, must have served as a Patrol Leader, and must have attended (or agree to attend) Junior Leader Training.

c. Patrol Leader: Each Scout running for the office of Patrol Leader should be a Tenderfoot Scout, except in a New-Scout Patrol. Generally, the more advanced Scouts are encouraged to serve first to better guide the younger Scouts.

5. Junior Leader Training

When instructors are available the Troop will offer a Junior Leader Training (JLT) course once per year. Troop 115's Committee's current policy is to pay 100 percent camp fee for boys attending the Council course. For a Scout to be eligible to hold a Troop leadership position, he must have attended at least one of these courses or agree to attend the next available course.

6. Patrol Leaders Council (PLC)

a. The Patrol Leaders' Council (PLC) is responsible for planning and conducting the Troop's activities. The Troop Committee interacts with the PLC through the Scoutmaster. The PLC consists of the following voting members:

- Senior Patrol Leader (SPL) - Leads the PLC
- Assistant Senior Patrol Leader (ASPL)
- Patrol Leaders - One for each Patrol
- Scoutmaster
- Other Scouts in leadership positions (i.e. scribe, quartermaster, etc.) who may be required by the Senior Patrol Leader

b. The Patrol Leaders' Council (PLC) meets monthly to:

- Plan the annual calendar of events
- Plan monthly events
- Plan and organize weekly meetings and assign responsibility for planned events in accordance with the monthly activity
- Complete the weekly meeting plan for each weekly meeting
- Discuss problems and make recommendations on improving Troop operations

CHAPTER 6: ADVANCEMENT THROUGH RANKS

1. Advancement Program Defined

Advancement is the process by which youth members progress from rank to rank, a means to an end, not an end in itself. It is designed to help the boy have an exciting and meaningful experience.

- a. Education is the chief function of the Scouting movement and the basis of the advancement program. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities in his patrol and troop. The rank requirements shall furnish the basis of the activities of the unit. Recognition is gained through leadership in the Troop, attending and participating in its activities, living the ideals of Scouting and proficiency in activities related to outdoor life, useful skills and career exploration.
- b. All advancement procedures shall be administered under conditions that harmonize with the aims and purpose of the BSA, to strengthen character, body, mind and the concept of being a participating citizen.
- c. The Boy Scout requirements for rank advancement shall be the basis for the Scout's advancement. There are four steps in the procedure: learning, testing, reviewing and recognition.
- d. Ranks are Tenderfoot, Second Class, First Class, Star, Life and Eagle. Eagle Palms may be awarded for additional merit badges until the Scout's 18th birthday.
- e. The responsibility of the Troop Committee is to ensure the Troop's Program is conducted in such a way that the Scouts have an **opportunity** to advance on the basis of learning, testing, reviewing and recognition.
- f. The responsibility for merit badge qualifications shall rest with the counselor. Merit badge counselors shall be registered adult members of BSA. The merit badge counselor shall prepare and qualify youth members. There is no board of review procedure for merit badges, but public recognition may be given at a Court of Honor.

2. Advancement Policy

Advancement in BSA is **totally dependent upon the boy**. Each boy is expected to pursue the various advancement requirements, awards, badges and ranks **at his own pace**. We encourage him to involve his family, other Scouts, the Scoutmaster and any other sources to help him.

- a. The Troop's routine program will emphasize Scouting skills and leadership training; both at weekly meetings and at camping trips. As a matter of routine, merit badges will not be taught as part of Troop 115's regularly scheduled meetings. Some meetings may focus on a particular merit badge as a means of introducing Scouts to the subject, but completion of the badge is an individual effort by the Scout.

The Troop will provide guidance and assistance in completing merit badges outside the weekly meetings, i.e., classes prior to meetings or on camping trips. (On occasion, a merit badge may be taught in the regular meeting if for a unique reason.) The extra effort and experience gained by pursuing merit badges through approved counselors is important in maintaining the quality and maturity of the upper ranks of Star, Life and Eagle.

b. Advancement requirements for the first three ranks are listed in Chapter 1 of "The Boy Scout Handbook". Advancement to Tenderfoot, Second Class and First Class concentrate on Scouting skill rather than merit badges. Skills shall be taught by other Scouts and adult leaders. The Scoutmaster shall hold Scoutmaster conferences as requested by the Scout. This is a requirement **prior to** scheduling the Board of Review.

c. Advancement requirements for Star, Life and Eagle ranks are covered in Chapter 27 of "The Boy Scout Handbook". These higher ranks emphasize merit badge work only after a boy has a solid foundation of basic Scouting skills.

d. Eagle advancement: An advancement packet discussing Eagle requirements can be obtained from the Scoutmaster upon completion of the Life Scout award. The packet contains the following items:

- National BSA application
- Letters of recommendation (four required)
- Eagle service project workbook

3. Merit Badges

a. Earning merit badges gives Scouts self-confidence by teaching them to overcome obstacles to achieve a goal. The Scout also learns career skills, develops socially and may develop physical skills and hobbies that give a lifetime of healthful recreation. To earn merit badges the following sequential procedures shall be followed:

- Obtain merit badge application ("blue card") from the Scoutmaster or Assistant Scoutmaster. The card must be signed by the Scoutmaster or Assistant Scoutmaster showing his approval.
- Contact the merit badge counselor and arrange meetings.
- Complete the merit badge requirements under the guidance of the counselor
- Ensure the counselor signs the card verifying completion of all requirements
- Return the card to the Scoutmaster or Assistant Scoutmaster and obtain his signature to indicate completion of the merit badge requirements
- Present the completed card to the advancement Chairperson for forwarding to the Council for registration and procurement of the badge

b. Youth Protection Program: The BSA Youth Protection Program policy requires that a Scout must have at least one other person with him at each meeting with the merit badge counselor. BSA policy prohibits one-on-one situations between adults and Scouts. The buddy can be a parent or guardian, brother, sister, relative, friend or another Scout.

c. Group instructions While merit badges may be earned in group instruction, this method is discouraged for most merit badges as it bypasses one of the key purposes of the merit badge plan, working closely with a qualified adult. Group instruction is most practical when special facilities, expert personnel and/or limited counselors make individual instruction inappropriate. When the group method is used as much individual attention as possible should be afforded each candidate's project and his ability to fulfill all requirements.

d. Merit badge counselor: A counselor working with a Scout acquaints the boy with an adult knowledgeable in one or more fields, an experience invaluable to a Scout. The counselor introduces subjects that may lead to a career choice or to a lifetime pursuit. The Troop Advancement Chairperson and the Scoutmaster will maintain a list of approved merit badge counselors. The Troop has approved merit badge counselors other than those on the Council's approved list. Merit badge counselors, even those parents only serving one unit (Troop 115) must be approved by the Council and District Advancement Committee. Counselors must register as Scouters. In all cases the Advancement Chairperson must have a completed Merit Badge Counselor Application on record for each applicable person.

e. Merit badges will not be offered as part of the regular Troop annual calendar as a matter of routine. However, to spark an interest in a subject area the Troop may use merit badge counselors to make presentations covering the highlights of a merit badge. Scouts are then given an opportunity to try a skill related to the badge. Also, work on some merit badges may be arranged at some camping trips.

4. Service Projects

a. Star and Life: Work on service projects for credit toward advancement to Star and Life ranks shall be approved by the Scoutmaster in advance of starting the project. Only adult leaders are authorized to sign-off service project requirements. If there is any doubt as to the validity of the project, the matter will be referred to the Troop Committee for resolution.

b. Eagle: Eagle service projects shall be of lasting value to the community rather than completion of routine upkeep and preventive maintenance. Hiawatha-Seaway Council suggests the project be a minimum of 100 man-hours of labor and planning. The project shall be approved by the Troop Committee and the District Committee in advance of beginning any work. The Troop 115 Committee requires that the Eagle candidate brief the Troop Committee on his project at a regularly scheduled Committee meeting. The Eagle candidate must take into consideration the lead-time required for Troop and District Committee approval in planning work schedules. The brief shall outline the scope, scale and requirements of the proposed project. The Committee will review the candidate's plan for completeness in planning and ability of the Troop to support the project to completion. The schedule of work should be examined in detail to ensure there are no major conflicts with other planned Troop activities. Upon completion of the service project, the Eagle candidate shall provide the Advancement Chairperson with a written description of the project and where appropriate, a schedule of participants and hours worked.

c. Scouts of any rank can arrange for service projects that benefit the community. However, if the project will require Troop 115 resources, then the project should be presented to the Patrol Leaders' Council (PLC) for discussion, scheduling and Scoutmaster approval.

5. Position of Responsibility Requirements for Star, Life and Eagle

a. One or a combination of the following positions will be accepted as fulfilling the leadership requirements for the above ranks:

(1) Star and Life ranks - one or more positions with six months active service in office

- Den Chief
- Troop Chaplain
- Troop Scribe
- Troop Quartermaster
- Troop Librarian
- Troop Historian
- Troop Guide
- Patrol Leader

(2) Eagle rank - one or more positions with six months active service in office

- Assistant Senior Patrol Leader (ASPL)
- Senior Patrol Leader (SPL)
- Junior Assistant Scoutmaster
- Den Chief
- Troop Chaplain
- Troop Scribe
- Troop Quartermaster
- Troop Librarian
- Troop Guide
- Patrol Leader

b. In addition to simply holding a position, the officers holding Scribe, Quartermaster, Librarian and Historian will be required to perform one major project to improve his respective area. This project must be approved by the Scoutmaster or Assistant Scoutmaster. These projects will be separate and distinct from the "service projects" required for above ranks. For example, a new Historian may construct his own record of the Troop during his tenure.

6. Requirements for Participation *(add Participation Requirements developed 2002-2003)*

a. **Scout Spirit** - In order to fulfill the requirements for Scout spirit, the Scout must demonstrate Scout spirit by living the Scout Oath and the Law in his everyday life.

b. **Participation** - All Scouts of Troop 115 are welcomed and encouraged to take advantage of all Troop activities.

CHAPTER 7: DISCIPLINE

1. General

Discipline policy in Scouting is simple; the doors of Scouting are always open to those who strive to follow its law. Adherence to Troop 115 policies will, primarily, be handled by the boy leaders with adult intervention only to maintain safety, preclude property damage, avoid disrupting other organizations' activities and/or restore order in extreme cases of unruliness.

2. Obedience

Obedience in Troop 115 is to the Scout Oath and Law. The Oath and Law make being a good citizen of the Troop, camp or community possible. Obedience to the Scout Law includes respect for Scout leadership and adult leadership and all members and guests of the Troop. Respect for adult and Scout leadership is expected. Under no circumstances will adult or boy leaders administer punishment for any reason. Hazing, of any type, will not be tolerated. Boys or adults observing such activity will take immediate measures to stop such activity.

3. Enforcing the Discipline

- a.** Patrol leaders have the authority to ask any patrol member to leave a patrol meeting and report to the Senior Patrol Leader (SPL).
- b.** When the Patrol Leader cannot handle the problem, he can obtain help from the SPL.
- c.** When the SPL cannot handle the problem, he must obtain the help of the Scoutmaster.
- d.** The above steps are not meant to discourage either the Patrol Leaders or Senior Patrol Leaders from seeking advice from the Scoutmaster or any adult leader when they are having leadership challenges but are intended to state discipline options in advance. Scout leaders should remember and use their chain of command.

4. Drugs, Alcohol and/or Tobacco

- a.** Any Scout guilty of using, possessing and/or distributing a controlled substance (drugs and alcohol) will be dropped from the Troop roster. Parents of the guilty Scout will be advised of all actions taken. The Scout may later be allowed to return once his problem has been resolved to the satisfaction of the Troop Committee, upon recommendation by the Scoutmaster.
- b.** No Scout will be allowed to use a controlled substance of any type at any Scouting function. This includes those boys who have parental permission to use tobacco.

c. BSA recommends that leaders not use tobacco products in any form nor allow their use at any BSA activity.

d. Parents of Scouts required to take prescription medication over the period of a Troop event will discuss the requirement with the Scoutmaster. Serious medical requirements may require a parent to attend an event and administer medication.

5. Do's and Don'ts

a. The Scoutmaster has the authority to confiscate and destroy all items deemed inappropriate or dangerous.

b. The Boy Scouts of America prohibits the securing, use and display of fireworks in conjunction with programs and activities except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert. Scouts of Troop 115 are prohibited from possessing or using fireworks on any Troop 115 activity.

c. Firearms will be permitted at Troop meeting only if the Troop program calls for such activities. Any such activities will have the approval of the Scoutmaster and the Troop Committee.

d. Fixed blade knives are not permitted. Scouts carrying pocketknives will have earned their totin' chit as prescribed by BSA training requirements.

e. Each Scout is responsible for making restitution for any damage caused by his actions or negligence. A Scout is trustworthy.

f. Scout drivers under 18 shall meet the Youth Member Exception clause in local and national tour permits before they act as drivers on any Scout event, including weekly meetings. As a reminder the Youth Member Exception states: When traveling to an area, regional or national Boy Scout activity or any Explorer event under the leadership of an adult (21+) tour leader, a youth member at least 16 years of age may be a driver subject to the following conditions:

(1) Six months driving experience as a licensed driver. (Time on a learner's permit or equivalent is not to be counted.)

(2) No record of accidents or moving violations

(3) Parental permission has been granted to leader, driver and riders

(4) A 21-year-old licensed driver must be a passenger in the vehicle

g. Scout passengers in vehicles to and from events will remember they are a guest of the driver/owner of the vehicle. Scouts will follow the rules set by the driver/owner, e.g., eating, drinking, and seating arrangements and noise levels. Insurance regulations require that seat belts shall be worn at all times.

h. Fighting is not permitted and is grounds for immediate disciplinary action.

i. Sexually explicit materials, including "Playboy", "Penthouse", "Hustler" etc., shall not be brought to Scout activities. If found, such materials will be confiscated and returned to the parents of any Scout involved.

j. Foul language, swearing, cursing, blasphemy and abusive/suggestive gestures are not in keeping with the ideals of Scouting and will not be allowed. A Scout is Reverent, Courteous and Clean.

k. Troop 115 prohibits Scouts from bringing personal radios, televisions, compact disc or cassette players and/or electronic video games on weekend camping trips. For long trips, arrangements can be made for the use of this equipment during travel to and from the campsite.

CHAPTER 8: OUTDOOR ACTIVITIES

1. General

The BSA program is designed for fun in the outdoors. The Troop Committee in support of the Scoutmaster will make every attempt to have at least one outdoor activity per month. These activities will most often be camping trips, but on occasion might be day events. The activities planned for these events will reinforce the skills and ideals of Scouting.

2. Planning for camping

Camping trips and activities shall be planned as far in advance as possible.

3. Support for camping

a. Two registered adult leaders or one adult leader and a parent of a participating Scout (at least one leader must be 21 years of age) are required for all trips or events. If there is a female guest (Venture crew) then one leader must be a female 21 years of age or older.

b. The Scoutmaster, an Assistant Scoutmaster or a Troop Committee member will be assigned responsibility for each camping trip and event.

Responsibilities include

- Notifying Scouts and families via flyer in advance of camping trip, details to include approximate cost
- Filing camp/facilities request forms
- Filing tour permits with Council two weeks in advance
- Arranging transportation
- Accounting for necessary fees (camp fees and food costs)
- Assuring adequate leadership is available

c. Guidelines for arranging transportation

- All drivers must be licensed
- There must be a licensed driver at least 18 years of age in each vehicle
- Adult tour leader (21 years of age) will be in charge and accompanied by an assistant
- All driving should be done in day light when possible
- Owner/driver will have property damage and personal liability insurance
- Occupancy limits of the vehicle will not be exceeded
- Each occupant will have a seatbelt
- Vehicles will not travel in convoy

4. Funding for outings

a. Scouts participating in camping trips will be responsible for the cost of the event. The Troop dues do not provide sufficient funds to sponsor Troop camping trips and events. The adult leader responsible for a particular camping trip will advise Scouts, with a flyer two weeks in advance, of any camp fees required.

b. Food will normally be the responsibility of the individual or patrol. As part of the camping trip planning process, each patrol will determine a camping trip menu then derive a shopping list prior to the camping trip. From the shopping list the patrol will assign a member(s) to purchase the food. The Scout(s) buying food will determine the cost per Scout and announce that amount two weeks prior to the camping trip/event. Scouts participating in the event will bring all monies by the Monday meeting just prior to the Friday/Saturday departure for the camping trip. This allows the Scout(s) purchasing the food Thursday and/or Friday to purchase supplies for the camping trip. Scouts intending to participate in a camping trip/event shall be present on the Monday meeting prior to the camping trip with funds or they will not be allowed to participate unless he makes prior arrangements with the Scoutmaster, Patrol Leader and the Scout purchasing the food.

c. On occasion the Troop will practice Troop dining rather than the normal patrol method. In these cases the same procedure described in paragraph 4.b. above will be used to plan and purchase food.

d. Patrol Leaders will prepare a duty roster for each camping trip and post it at the patrol campsite. The Patrol Leader shall maintain a patrol record on menu planning and food purchasing duties to ensure all members share in the responsibility.

e. While we realize the dynamics of family schedules, parents must understand camping with large groups of Scouts requires detailed planning to ensure enough food, water, transportation, tents, funds and adult supervision. Unannounced participants create hardships on the entire Troop, who have planned the details, and create disharmony and ill will. Simply put, the Troop shall have a firm commitment for camping trip participation, with supporting funds, not later than the last Monday meeting before departure or an event.

5. The Troop on Outings

a. Camping: Whenever possible patrols shall camp as individual units and practice the patrol method. The intent is that each patrol will have:

- A separate campsite
- Its own cooking and campfire site
- Its own dining fly
- Its own patrol flag

The Venture crew and adult leadership will also function as patrols. Each group will strive to provide the better example of camping practices.

Separate Accommodations: When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian.

b. Scouts will not leave a campsite without the permission of the Scoutmaster. The buddy system will be used on all camping trips; any Scout leaving the campsite will be accompanied by a buddy.

c. All Scouts will share in the work and duties of their individual campsites. Patrol Leaders will establish rotating schedules to assure that work such as cooking, cleaning and wood gathering is done by all in a fair manner.

d. All members of Troop 115 will observe the outdoor code. This will include leaving the campsite better than found.

e. Cooking: Various forms of cooking will be experienced, including individual, patrol and troop.

6. Visitors on Outings

a. Adult family members are encouraged to participate in Troop camping trips. Guests will pay the camp and food fees established by the Coordinator.

b. Prospective Boy Scouts may be invited to attend camping trips/events in accordance with BSA regulations. A Scout intending to invite a guest for a camping trip will notify the Patrol Leader, Senior Patrol Leader and Scoutmaster to insure the guest is factored in the planning for logistic support. A permission slip from the parent authorizing the guest to attend the event and a medical release form authorizing emergency treatment are required.

c. Non-adult female guests under 18 will be permitted on overnight camping trips if they have parental permission and on-site supervision by parents of at least one of the parties. Under no circumstance will unmarried male and female campers share tents. If there are female guests, one adult leader must be a woman 21 years of age or older.

CHAPTER 9: EQUIPMENT

1. General

Troop 115 operates under the old adage "Take care of your gear and your gear will take care of you". Accordingly each Scout is responsible for providing his own personal camping equipment. The Troop Committee's responsibility is to secure adequate numbers of tents, cook kits and other outdoor gear. The Outdoor/Activities Chairperson shall work closely with the Troop Quartermaster to maintain the Troop's equipment with adequate repair and storage.

2. Categories of Equipment

a. Personal equipment: Includes items such as pack, sleeping bag, individual cooking and eating utensils, canteen or water bottle, flashlight, foul weather gear, etc. Scouts not in possession of personal equipment, safe for the conditions of an event shall not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for climatic conditions, etc.

b. Troop equipment: Generally limited to those items necessary to provide for group activities, special events and to support adult participation at camping trips; tarpaulins, ropes, tents, saws, camp shovels, canoes, etc.

c. Patrol equipment: The Troop will provide each Patrol the major portion of available equipment to include small group items such as chef kit, large cooking pots and pans, lantern with box, stove, propane bottle with hose and tree, two tents with ground cloths, patrol box, dish pans, etc.

3. Control of Equipment

a. Personal equipment: Each Scout is responsible for the purchase and use of his own equipment. It is strongly recommended that individual equipment be labeled or etched with the Scout's name, initials and/or identifying mark to avoid disputes over ownership of similar items.

b. Troop equipment: The Troop Quartermaster is responsible for storage and control of Troop equipment. The Troop equipment is issued to the Patrol Leader, Assistant Patrol Leader or acting Patrol Leader and is returned to the Troop Quartermaster in clean, usable condition.

c. Patrol equipment: For use by members of the Patrol. Each item shall be marked with the Patrol number and stored in the Patrol box or locker.

4. Duties and Responsibilities

a. Committee Quartermaster: Is responsible for:

- Supervising the Troop Quartermaster in the responsibilities of his duties
- Providing recommendations to the Troop Committee on equipment purchases
- Overseeing one major project which the Troop Quartermaster must perform during his tenure
- Instructing the Troop in safe use of all Troop equipment, filling propane bottles and fire extinguisher

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b. Troop Quartermaster: Is responsible for:

- Troop equipment, under the guidance of the Committee Quartermaster
- Ensuring that an accurate inventory of Troop equipment is maintained and that equipment is stored in a clean, neat and orderly manner.
- Issuing equipment for use by individuals or Patrols
- Ensuring that equipment is returned in a clean and serviceable condition
- Making recommendations concerning equipment and its use to Committee Quartermaster

c. The Patrol Leader or Assistant Patrol Leader will check out and return Troop equipment used by the Patrol and will assure that it is returned in a clean and useable condition.

5. Safety Considerations with Equipment

a. Chemical stoves and lanterns: The Troop will furnish compressed-gas (propane) stoves and lanterns for all camping trips. These items will be operated under the supervision of knowledgeable adults and in accordance with the Guide to Safe Scouting and the regulations of the camping trip facilities. A Troop fire extinguisher shall be maintained in the immediate area of all propane equipment.

b. Lanterns and/or stoves shall not be operated inside tents under any circumstances.

c. Patrol Leaders, under the supervision of their Assistant Scoutmaster, will hold Patrol inspections for all Scouts of their Patrol attending an event prior to departing the meeting place. Concerns with serviceability of a Scout's personal gear will be brought to the attention of the Scoutmaster. Scouts not in possession of personal equipment, suitable for the conditions of the event will not be allowed to participate, i.e., rain or cold-weather clothing, sleeping bag suitable for weather conditions.

d. All axes, saws and hatchets shall be kept in an approved sheath when not in use. The Troop Quartermaster will ensure that only equipment, which has the required safety sheath, is issued.

e. Personal sheath knives are not authorized at any Troop activity.

6. Damage to Equipment

- a. Willful damage to property is a violation of the Scout Law. "A Scout is trustworthy." Any Scout willfully damaging Troop, Patrol or personal equipment will be subject to Committee disciplinary action and afforded the opportunity to replace damaged equipment.
- b. Accidental damage to equipment will be investigated by the Troop Quartermaster under the supervision of the Adult Quartermaster. If determined the accident was a result of negligence the negligent party shall be afforded an opportunity to replace the damaged equipment.
- c. Gear damaged or worn through normal wear and tear will be replaced by the Troop as recommended by the Adult Quartermaster.

7. Gear Needs for New Scouts

- a. A new Scout shall have a Boy Scout Handbook by his first meeting. The Scout should bring the handbook, along with a notebook or notepaper, to all Scouting functions unless told otherwise by the Scoutmaster.
- b. Uniform requirements as covered under Chapter 1. Due to the high cost of uniform items the purchase of uniforms may be spread out over several weeks. The shirt with the proper identification symbols should be the first priority.
- c. Due to the cost of equipment, the purchase should be restricted to essential items until you confirm the level of your Scout's interest in outdoor camping. The following personal equipment items will be required at some time during a Scout's career. Discuss equipment purchases with the Scoutmaster and Scout before you make expensive purchases.
 - Sleeping bag rated to 0 degrees Fahrenheit or lower
 - Mess kit to include plate, cup, spoon, fork and knife
 - Canteen or water bottle
 - Backpack, frame type is suggested
 - Flashlight with fresh batteries
 - Toilet kit with personal hygiene items to include toothbrush, toothpaste comb, soap, bath towel, washcloth, deodorant, etc.
 - Emergency toilet paper
 - Sweater/jacket/sweatshirt in fall, winter and spring
 - Poncho or rain coat
 - Change of socks, underwear and outer wear
 - Personal first aid kit as described in the Scout Handbook

d. It is Troop 115 policy that at least two boys will sleep in every tent. This fills safety requirements and promotes working together as a Patrol. Troop 115 generally has enough tents to accommodate campers; however, Patrol Leaders shall make tent assignments. The Patrol Leader will adhere to the desires of his Patrol for tenting arrangements as much as possible. Scouts desiring to use personal tents will be allowed to provide their own tent but must be prepared to share their tent in accordance with BSA and Troop safety considerations.

Separate Accommodations: When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian.

e. Adults desiring to accompany the Troop on a camping trip may be able to use Troop tents on a first come, first served basis.

f. Later gear needs: As your Scout gets into scouting activities, he will have some additional equipment needs. An active Troop will do at least 10 days and nights of camping each year. Eventually he could use hiking boots, pocketknife, rain/foul weather clothing, etc., Use your own good judgement. Only you know what you can afford. If you are planning to purchase camping equipment, check with our leaders first. They have a good idea of the best type of equipment our Troop uses.

(Last updated 1/20/2003)