



BSA Troop 624

Policies and Guidelines for Scouts and Parents

Updated: 15 November 2016

Chartered by
Saint Ann Catholic Church
Arlington, Virginia
www.troop624.org



Table of Contents

Introduction to Boy Scouts.....	4
Troop Operation and Organization	5
Positions of Responsibility and Elections.....	6
Meetings	7
Rank Advancement and Progression.....	8
Merit Badges	9
Uniforms	10
Troop Conduct and Discipline.....	11
Troop Finances	11
Medical Forms and Physicals.....	12
Parent Participation	12
General Guidelines for Troop Activities.....	13
Helpful Resources	13
Recommended Equipment and Procedures for Scout Camping.....	14
Position Prerequisites, Descriptions and Performance Work Plans.....	16
Troop 624 Code of Conduct.....	24

This cover document, when completed, should be inserted into the Scouts membership file or record.

The Following Guidelines are presented to perspective Scouts and adult Scouters as well as initially to current Scouts and Scouters by the Scoutmaster and the Committee Chair.

Acceptance of and agreement with these Guidelines by the Scout and his parent(s) or legal guardian is indicated by the signatures below.

_____, Date _____

Scout acceptance and agreement

_____, Date _____

Scout Parent or legal guardian acceptance and agreement

_____, Date _____

Scoutmaster Endorsement

_____, Date _____

Committee Chair Endorsement

DISCLAMIER

If this document conflicts in any way with established BSA policy, then the BSA policy shall always prevail.

Introduction to Boy Scouts

Established in England in 1905 and the United States in 1910, the Boy Scout program is the single most successful youth program in history. As you are introduced to Scouting, it is important to know and understand the aims of the Boy Scouting program and the methods by which these aims are delivered. Many of the things that are done in a Troop will make more sense once you are aware of this.

Aims of Scouting: Character Development, Citizenship Training, and Personal Fitness

Methods of Scouting:

Ideals

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

Patrols

The Patrol Method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The Patrol Method allows Scouts to interact in small groups (patrols) where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

Outdoor Programs

Boy Scouting is designed to take place outdoors. Sir Baden-Powell, the Founder of Scouting, described it as a School of the Woods. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. It is here that the skills and activities practiced at Troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

Advancement

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others. As he obtains more knowledge through advancement, the Scout helps strengthen his patrol's ability to perform.

Association with Adults

Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of their troops. In many cases a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.

Personal Growth

As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. Probably no device is so successful in developing a basis for personal growth as the daily Good Turn. The religious program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

Leadership Development

The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

Uniform

The uniform makes the Boy Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

Troop Operation and Organization

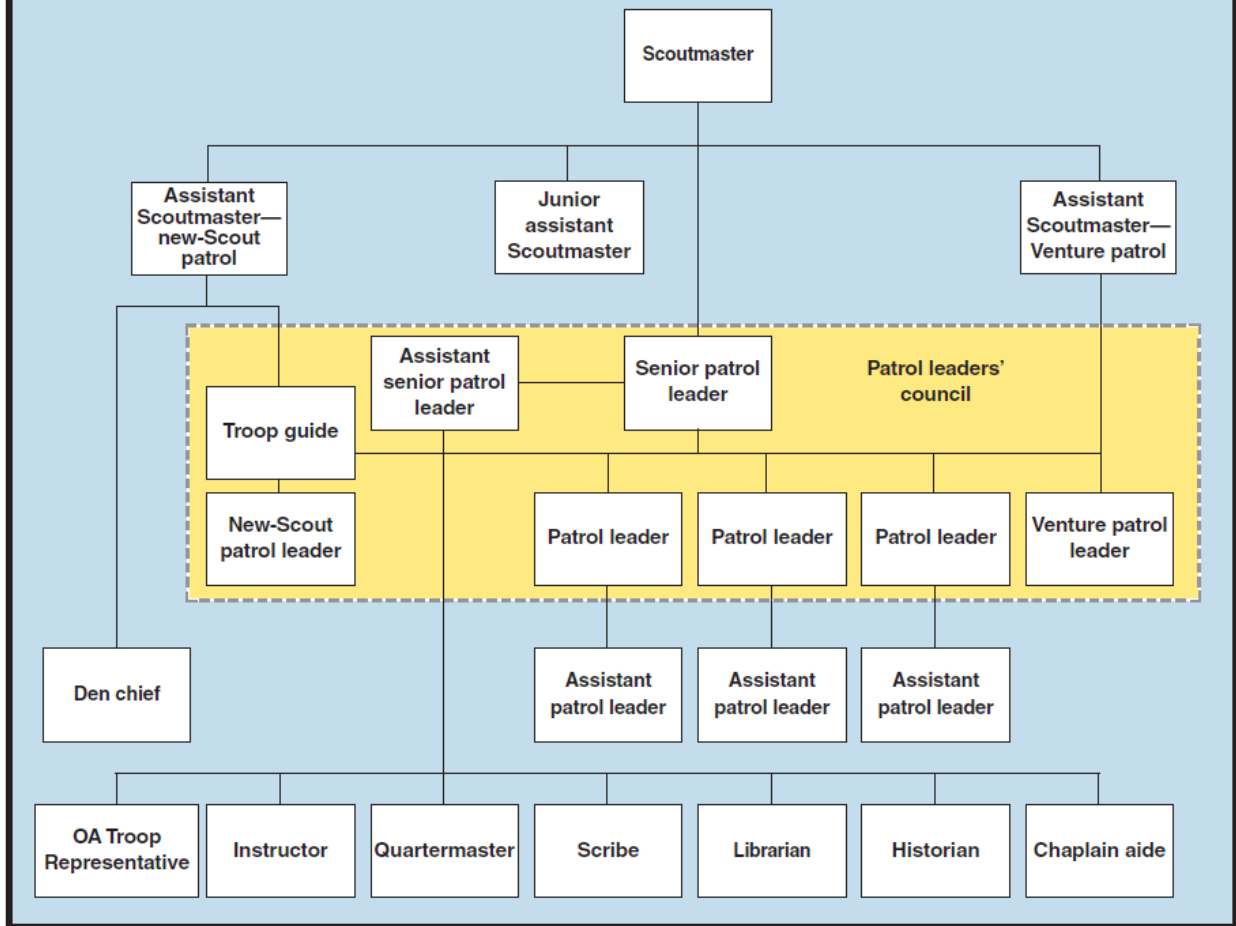
(also see: <http://www.troop624.org/leadership/>)

A Scout Troop must be **boy-led** in order to provide an environment of learning and development with a safety net when they make mistakes. This is the roll of the Patrol Method. Boys make mistakes and learn from them, but only if we let them. Adults are often tempted to step in and direct them toward what they know is best. Instead, we strive to mentor and provide advice, not direction. This concept is a common stumbling block for Scouts and parents that bridge over from Cub Scouts and it takes some time to adjust.

A Scout Troop is comprised of Patrols that form the basic and most important unit in the Troop. Patrols are made up of around 5-10 Scouts that work as a team at meetings and outings. This **Patrol Method** is a concept that began with the founder of Scouting, Sir Baden-Powell. Patrols work together to accomplish tasks and share in their successes. Each Patrol has a leader and there is one Senior Patrol Leader that serves as the chief youth leader of the Troop. Together, the Patrol Leaders and Senior Patrol Leader form the Patrol Leaders' Council (PLC), where they determine what the Troop accomplish over time.

Sample Youth Leader Organizational Chart for a Large Troop

In this sample, there are enough members to fill all of the patrols and leadership positions.



Positions of Responsibility and Elections

Scouts fill all of the positions in the figure above; some are elected and others are appointed.

The Senior Patrol Leader (SPL) and Patrol Leader (PL) are elected positions. Elections are generally held during the months of July and January of each year. Scouts running for elected positions must meet the requirements for that position and be nominated by fellow Scouts. Terms of office are for six months. Scouts are encouraged to serve and are limited to two consecutive terms. In the event of a tie, the Scoutmaster and Scoutmaster staff can make a determination to break the tie.

The remaining positions are appointed with the Scoutmaster's approval. The Patrol Leader for each Patrol appoints an Assistant Patrol Leader (APL) and a Patrol Quartermaster. The SPL appoints the Assistant Senior Patrol Leader (ASPL), Quartermaster, Scribe/Webmaster, Historian, Chaplain's Aide, Librarian, and OA Troop Representative.

The overall size of the Troop will dictate the number of patrols and positions to be filled. Minimum positions to be filled include SPL, PL(s), Quartermaster, Scribe/Webmaster, Historian, and Chaplain's Aide. The Scoutmaster appoints Den Chiefs, Troop Guides, and Junior Assistant Scoutmasters.

Scouts appointed to positions should complete leader training for that position. Training is available for all Scouting leadership positions. This training is given at the Troop level through the BSA Introduction to Leadership Skills for Troops (ILST) program. Participation in ILST after election is essential for strengthening the Patrol Method and team building. Such training is a significant factor when giving credit to a Scout for holding a leadership position. The Scoutmaster will consider attendance at Junior Leader Training (JLT) when determining whether a Scout has successfully met leadership requirements.

Meetings

Troop 624 operates year-round, with meetings every Tuesday except during holiday weeks and after major events, such as Summer Camp. Troop 624 also conducts at least one outing or activity each month

Parents or guardians are expected to bring their son(s) to the Troop meetings. Parents or guardians must escort their son to and from each troop meeting to ensure the Troop receives and dismisses their Scout. **Parents are encouraged to stay, help, and participate in all Troop and Scout activities.** Boy Scouting is a family activity. BSA and Troop 624 encourage at least one of the Scout's parents to get actively involved in their Troop's activities. While the Troop does not limit the number of participants like a sports team, Scouts are expected to remain active and continue to progress within the program.

If a Scout is going to miss a meeting or event, he should notify either his Patrol Leader or the Senior Patrol Leader prior to the meeting or event. This information is then forwarded to the Scoutmaster Staff.

Troop Meetings

This is where Scouts teach and learn skills, plan for outings and events, and participate in Patrol-oriented activities. Troop 624 normally meets every Tuesday, from 7:30pm to 8:30pm in the Saint Ann Catholic Church Parrish Hall. Sometimes, meetings are at different times or locations and will be communicated in advance.

Announcements are made at the beginning and end of all Troop meetings regarding schedule changes, the Scout's progress, and upcoming events. We encourage parents to listen to these announcements to help with the flow of information. Additionally, all Scout families should participate in the Yahoo email group. Instructions for signing up are at <http://www.troop624.org/new-scout-families>.

PLC Meetings

There are monthly Patrol Leaders Council (PLC) meetings consisting of all elected and appointed positions, the Scoutmaster, Scoutmaster Staff and other Scouts as necessary. The PLC meetings are usually held just before the first Troop Meeting of the month, but can occur more frequently or at different times/locations as necessary. **The PLC is responsible for planning all Troop activities.** An activity that requires Troop Committee or adult assistance is then brought to the attention of the Committee Chair and Outdoor Activity Chair.

Rank Advancement and Progression

(also see: <http://www.troop624.org/advancement/>)

Lord Baden-Powell said, “a First Class Scout is a whole Scout.” It is in many ways the most important rank in Scouting. All Scouts are encouraged to meet the BSA advancement guidelines listed below; however, it is important to understand that simply attending Troop activities does not result in rank advancement. Scouts must take an active role in their advancement by becoming familiar with the Boy Scout Handbook and by working on rank requirements on their own. Scouts will advance in rank more regularly when they have a personal motivation to do so. Pushing Scouts through ranks can have a negative effect. It is also important to realize that this self-motivation occurs at different times for different Scouts.

1. Scout - within 2 months of joining the Troop.
2. Tenderfoot - within 6 months of joining the Troop.
3. Second Class - within 1 year of joining the Troop.
4. First Class - within 1 year 6 months of joining the Troop.

Everything your son needs to learn to become a First Class Scout is in the Boy Scout Handbook. Some skills he can learn by reading, others require practice and support from other Scouts. Encourage your son to read his book and to bring his book to meetings and outings and he will be well on his way to advancement. In Scouting, boys must show proficiency in a skill before passing the requirement. Only the Scoutmaster Staff, PLC members, or First Class Scouts or higher may endorse (sign off on) skills in the Scout’s handbook. Parents cannot sign off on skills unless they are serving on the Scoutmaster Staff or as a Merit Badge Counselor. Merit badges can be earned at any time.

Scoutmaster Conference

After completing the requirements for each rank, a Scout participates in a Scoutmaster Conference where he discusses his advancement with several members of the Scoutmaster Staff. This is not a test, but rather an azimuth check to find out how the Scout is doing and to get his feedback on the Troop.

Board of Review (BoR)

All advancements and Boards of Review are conducted in accordance with BSA advancement policies in the BSA Advancement Committee Policies and Procedures (BSA Publication #33088). Parents and Scouts should be familiar with this document. It is on-line and can be provided by the Troop Committee Chair upon request.

A BoR is usually held during normal Troop meeting hours. It is comprised of adult Troop representatives (excluding the Scoutmaster and Assistant Scoutmaster). The BoR is convened provided the Scout:

1. Requests and completes a Scoutmaster conference before the BoR.
2. Works with the Scoutmaster to ensure that his Scout Handbook is completely filled out and ready for presentation to the BoR.
3. Coordinates the BoR with the Scoutmaster, who will arrange a BoR with the Advancement Chairman. (In the absence of the Scoutmaster, the Scout may go directly to the Advancement Chairman.)
4. All Scouts are required to be in their Field Uniform for the Scoutmaster Conference and their BoR.

At each BoR the Scoutmaster or Assistant Scoutmaster introduces the Scout who then recites the Scout Oath, Law, Motto, and Slogan before being seated for questioning by the Board. The purpose of the Board varies with

rank. For the ranks of Tenderfoot, Second Class, and First Class, the emphasis is on the Scout's learning of the technical skill associated with that rank. This is not a re-test, but rather an inquiry into the ability of the Troop to teach the Scout. It is more of a check on the work of the Scoutmaster Staff, Merit Badge Counselors and Patrol Method. The emphasis for the senior ranks of Star, Life, and Eagle is on how the Scout considers issues such as leadership, citizenship, religion, and the precepts of the Scouting program. These discussions often do not have a single 'correct' answer, but provide the BoR with insight and perspective into the Scout's thinking. Scouts never 'fail' a BoR, but they may be asked to return after completing some specific tasks for reconsideration.

All Life Scouts should attend one of the Life to Eagle Seminars held by the Chain Bridge District. They will also be assigned a Troop Eagle Mentor to help review his Eagle Project Workbook and his Eagle Application, which must agree with the Scout's official Advancement Report. The project must be approved by the District Eagle Representative prior to initiation and reviewed upon completion, along with the completed Eagle Application. The Eagle Representative submits his approval of the application to the National Area Capital Council for preapproval. Then a National Board of Review may be convened, consisting of three or more Troop representatives and the District Eagle Representative.

Advancement Courts of Honor (CoH)

The Troop typically holds quarterly advancement Courts of Honor. These meetings are designed for the entire Troop (Scouts, leaders, and family members) to actively participate. At the CoH, Scouts are recognized for their completed ranks, Merit Badges, new leadership roles and other achievements. Dates and times for the CoH are announced by the Committee and often include refreshments and snacks or a potluck dinner for all in attendance as well as an opportunity to discuss your Scout's progress with the Scoutmaster staff or any member of the Troop Committee. This is a great opportunity to actively participate in your Scout's advancement and to see the great progress he is making within the Troop. Please plan on participating in all Troop 624 Courts of Honor.

A second purpose for the Court of Honor is to address problems that arise in the Troop operations or individual issues of conduct. The PLC convenes the CoH at the suggestion and concurrence of the Scoutmaster. Happily, this use of the CoH is very infrequent but is done when needed as another measure of the Patrol Method and Scout-run Troop.

Merit Badges

Merit Badges offer Scouts an opportunity to learn about a topic or profession with the help of an adult. This process is meant to help fulfill the "Association with Adults" method. There are over 130 different Merit Badges to choose from and there are 21 required in order to become an Eagle Scout. Out of these 21, a Scout must earn the Merit Badges listed below and then fill in the rest as he wishes.

- Camping
- Cooking
- Cycling, or Hiking, or Swimming
- Citizenship in the Community
- Citizenship in the Nation
- Citizenship in the World
- Communications
- Lifesaving or Emergency Preparedness
- Environmental Science or Sustainability
- Family Life*
- First Aid
- Personal Fitness*
- Personal Management*

* Indicates a Merit Badge with a requirement to track activity for 3-months.

Merit Badge pamphlets contain the requirements and background information needed to complete it. These pamphlets are available on loan from the Troop library, or they can be purchased in any Scout Store or online at Scoutstuff.org. Meritbadge.org is a helpful resource for Merit Badge workbooks that can assist when working through requirements.

A Scout starts working on a Merit Badge by getting a Merit Badge Application, a “blue card,” from the Scoutmaster, filling out the basic information on the card, and getting a Scoutmaster signature BEFORE starting work on the badge. This tells the Merit Badge Counselor that the Scout is a member in good standing and eligible to pursue the Merit Badge. The Scoutmaster takes this time to have a brief conversation about the Merit Badge topic and makes sure the Scout knows how to find a counselor for that Merit Badge. A list of available Merit Badge counselors is kept by the Troop Committee and Scoutmasters. Troop 624 maintains Merit Badge Counselors for each of the Eagle required Merit Badges as well as a variety of elective Merit Badges. Once a counselor is chosen, the Scout contacts that person and starts to work on the requirements under the guidance of the counselor.

The “blue card” is divided into three parts: The Application for Merit Badge, the Applicant’s Record, and the Counselor’s Record. Upon completion of the requirements, the counselor keeps the Counselor’s Record and the Scout turns the remaining parts in to the Advancement Chair. The Applicant’s record is then returned to the Scout with the Merit Badge patch at a Court of Honor.

Uniforms

The Boy Scout uniform is defined in the Boy Scout Handbook. Please review and be familiar with them. The Uniform is one of the eight Methods of Scouting and it strengthens identity and shows a commitment to the ideals of Scouting.

The full Boy Scout uniform or “Field Uniform” will be worn for all ceremonies and indoor activities, such as Troop meetings, Courts of Honor and most other indoor activities and functions, and travel to campsites. For outdoor activities, Scouts may wear the Troop “Activity Uniform,” which consists of a Troop 624 shirt or BSA-related T-shirt with the Scout pants or shorts.

We realize that uniforms are not cheap. If your Scout has credit in his Scout Account from his annual mulch sale participation, you may be reimbursed for uniform expenditures. The Troop Treasurer maintains these records. Also, the Troop has set up a locker of hand-me-down uniform parts that are available free of charge. Please see the Committee Chair if you need uniform help or would like to donate a hand-me-down. See the Advancement Chair if you need Troop numeral patches or a Council shoulder patch.

Troop Conduct and Discipline

Boy Scout Oath

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

Boy Scout Law

A Scout is Trustworthy, Loyal,
Helpful, Friendly, Courteous, Kind,
Obedient, Cheerful, Thrifty, Brave,
Clean and Reverent.

In addition to the Scout Oath and Law, behavior in Troop 624 is expected to include:

1. Scouts and adults are expected to respect others, be courteous, and exhibit behavior that exemplify the Scout Oath and Scout Law.
2. Behavior unbecoming of a Scout or that disrupts other Scouts or Scouting events cannot be tolerated.
3. Scouts are expected to attempt to resolve behavior issues within their Patrols first, then with the SPL and the Scoutmaster; if necessary a CoH can be convened.
4. Scouts who feel uncomfortable with resolving the situation within their Patrols should bring the issue directly to the Scoutmaster.
5. Scouts who continuously exhibit bad behavior may have limits placed on their ability to participate in Troop activities.

The Troop will not permit or tolerate the use of inappropriate language, abusive attitudes, or threatening physical behavior while attempting to resolve a problem. The lack of a constructive attitude by any party may lead to separation of the boy or the family from the Troop.

Serious infractions (those that violate the Guide to Safe Scouting or any standing Troop rules) will be brought before the Scoutmaster Staff for presentation to the Troop Committee for action which could result in dismissal from the Troop and from BSA.

Troop Finances

Currently, Troop 624 does not collect dues. Troop expenses have been covered by the annual mulch sale held in February and delivered in March. Money made from mulch sales helps cover such expenses as summer camp fees, advancement ranks, merit badges, pins, awards, and replacement of Troop/Patrol equipment. Additional Troop operational costs and/or expenses will be collected as needed and as activities dictate. It is at the Troop leadership's discretion to include a fee for transportation and food when planning an activity.

A portion of the money that a Scout earned through Troop fundraising, such as mulch sales, is kept by the Troop in the Scout's name (Scout account). Scouting related expenses may be reimbursed from the Scout's account. Prior to making such expenditures the Treasurer should be consulted to confirm the balance and the appropriateness of the expenditure. Receipts must be presented for reimbursement. When a Scout leaves the Troop, funds in his Scout account revert to the Troop general fund. In the event of illness or unforeseen emergency circumstances, any unused balance that was deposited by the Scout's family will be refunded.

Fundraisers are a key part of having a successful Scouting experience. Scouting can be expensive. Leadership is continually striving to find fun, exciting and low cost activities for the Scouts. But some activities do cost money. It is important to get your Scout involved in the mulch sale and other fundraisers. Help him see the progress he is making in earning funds to support his Scouting activities. Most fundraising activities the Troop participates in will directly benefit your Scout's account if he activity participates in the event. A portion of the fundraisers also benefit the Troop's general fund that helps support camping equipment, maintenance of the Troop trailer and other general expenses. Troop leadership will make it clear what each fundraising event will support and how the funds will be distributed.

A formal review of the Troop finances will be done yearly within 60 days of fiscal year close or change of Treasurer.

Medical Forms and Physicals

The BSA Medical form has 3 parts: A, B, and C. We request you fill out parts A and B and then provide those forms to the Committee Outdoor Chair as soon as possible after joining the Troop. Adult volunteers should also complete the forms as well.

Part A is a consent and release form.

Part B is filled out by parents or guardians and includes a brief medical history, allergies and medications. It is very important to advise the Scoutmaster and other adults of any medical condition that could affect your son's participation in events. No doctor signature is required.

Part C is a pre-participation physical (Part C) required for resident, tour, or trek camps or for a Scouting event of more than 72 hours, such as summer camp, Wood Badge, and NYLT. Part C requires a physical exam and a doctor's signature.

Parent Participation

The role of parents within Troop 624 is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel. In fact, the Troop needs several adult volunteers for the Troop Committee and for appropriate adult-to-Scout supervision ratios at events, activities, and camping trips. Parents should try to:

- Read their Scout's handbook and understand the purpose and methods of Scouting.
- Actively follow their Scout's progress and offer encouragement.
- Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor.
- Assist in Troop events, activities, camping trips, and fundraisers.
- Be aware of the Troop program and annual calendar.

Parents are welcome and encouraged to observe weekly Troop meetings, but remember that these are the Scouts' meetings that have been organized by the PLC. Parents are also encouraged to attend camping trips and events. But, please remember that during such activities they are Troop 624 Scouts, not your sons!

Every registered adult volunteer should have passed, at a minimum, BSA Youth Protection, Catholic Church VIRTUS, and BSA Fast Start training before assuming any role with the Troop. Youth Protection and Fast Start training are now available online through my.scouting.org. VIRTUS training is provided through Saint Ann Catholic Church and the Arlington Catholic Diocese.

Complaints and Parent Concerns: In the event that an issue arises and a parent or Scout has a complaint or a concern, it should be addressed to one or more of the following:

1. Scoutmaster and Assistant Scoutmasters
2. Committee Chair
3. Troop Chartered Organization Representative

General Guidelines for Troop Activities

Troop Committee Meetings: Committee meetings will be conducted in accordance with the BSA Troop Committee Guidebook and are normally held on the first Monday of each month at 7:30 PM. Committee meetings will be at the same location as the weekly Troop meetings or at a location announced by the Committee Chair. Committee meetings are open to all Troop adults and the SPL/ASPL. In order to hold a position on the Troop Committee, one must be registered with BSA and approved by the Committee Chair, the Chartered Organization Representative, and the NCAC District Executive. All Committee decisions will be based on consensus. Any objections to a committee decision will be addressed by the Committee Chair, Scoutmaster, and Charter Organization Representative.

Fundraisers: Each Scout shall participate in Troop fundraising activities to financially benefit the Troop and to benefit the Scout's individual account. General Troop fundraising money will be used for the cost of operating the Troop and for the benefit of all scouts in the Troop.

Prohibitions: The Boy Scouts of America prohibits the use of alcoholic beverages, controlled substances, or tobacco products at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

Helpful Resources

BSA Guide to Safe Scouting: www.scouting.org/filestore/pdf/34416.pdf

BSA Guide to Advancement: www.scouting.org/filestore/pdf/33088.pdf

Merit Badge Workbooks: www.mwritbadge.org

National Capital Area Council: www.ncacbsa.org

Scout Store: www.scoutstuff.org

Scouting Tools and Training: www.my.scouting.org

Troop 624 website: www.troop624.org

Recommended Equipment and Procedures for Scout Camping

Your Scout's equipment should be clearly marked with his name or initials.

Sleeping Bag – Troop 624 tries to have an outing every month of the year. A 20-degree synthetic insulation bag that will still keep your Scout warm if it gets wet (not all synthetics insulate when wet). Some boys have a lightweight fleece bedroll they use in the warmer months. You can also send him with a blanket roll if necessary.

Stuff Sack – A waterproof stuff sack for the sleeping bag is highly recommended. It should be tight but not so tight as to prevent the sleeping bag from easily being placed back into the sack.

Sleeping Pad – Sleeping pads provide insulation between a camper and the cold ground. Options include air mattresses, closed cell foam pads, and thermarest pads. Closed cell foam pads are cheap, light and their efficiency is not compromised when jabbed by a sharp object.

Tent – Troop 624 has two-man Troop tents for Scouts to use. The Scoutmasters encourage boys to share tents during outings. A lightweight tent that will keep him dry in bad weather is required. Two-man backpacking type tents are ideal and will prevent the need to invest in another tent if your Scout decides he wants to participate in those types of outings when he gets older.

Eating Equipment, aka "Mess kit" – The majority of events include patrol cooking and the troop provides most of the pots and pans. Each Scout needs to provide their own plate, utensils, cup, and bowl.

Rain Gear – Buy raingear that will not become shredded going through brush and woods. Rain coat and rain pants work best, but a poncho is also acceptable if it is sturdy. In an emergency a large trash bag can be adapted to make a rain poncho by cutting head and arm holes.

Gear Bag – Backpacks are best, but not necessary for camping. A duffle bag, suitcase, overnight bag, or plastic box all work fine. Occasionally we will camp a ¼ - ½ mile away from the cars, but if your Scout packs lightly he should be able to get most of his necessary equipment to the site. Once there is general agreement that your Scout enjoys Scouting and is committed, consider investing in a backpack.

Shoes – Sneakers are fine for most events. Hiking boots are also a good option. Shower shoes are strongly recommended for bathing/showers. Other than bathing and swimming, open toe footwear/barefoot is not permitted at any time during a Scouting event.

Warm Clothing – Wool and synthetics (polypropylene and many modern types of fleece) for cold weather use are highly recommend because they will still insulate when wet. COTTON DOES NOT and can lead to hypothermia when wet, even in summer months.

Personal Hygiene Kit – Tooth brush, toothpaste, soap, wash cloth, and towel should be the minimum. You may also want to consider hand sanitizer, baby wipes, toilet paper, deodorant, dental floss, bug repellent, sunscreen, etc.

Packing for Camping

Parents want to ensure their Scout has everything they need when they go on an outing. But, it doesn't do him any good if he can't find it. Your Scout should pack his own equipment. The best way is for him to lay out all the gear he needs (there is an excellent list in his Boy Scout Handbook). Then, as a parent, go through the list and the equipment he is taking. Once you are satisfied he has everything out that he needs, allow him to pack his bag. Small ditty bags, stuff sacks or sturdy zip lock bags for hygiene items, hardware (flashlight, compass, knife etc.), and first aid kits help keep things organized and together. A good rule is to pack those items he might need quickly (poncho, first aid kit, flashlight, etc.) on top or in an external pouch so they are easily accessible.

Patrol Eating

Normally the Troop or each Patrol develops a menu for an outing. One member of the Patrol is designated the "Grubmaster" and buys the Patrol's food. The Patrol Leader develops a duty roster. The duty roster ensures the Patrol members share and take turns in cooking, cleanup and other duties as necessary. The Grubmaster works with the Treasurer to plan a budget for food. Shopping for a Patrol menu is a requirement for advancement. Parents should help the Scout maximize the value of his food budget to remain within his Patrol's budget but not do the shopping for them. There is nothing wrong with substituting one item for another if there is substantial value gained by the substitution. For example the boys might have bacon on their menu but when you get to the store there is sausage marked 50% off. Feel free to guide your Scout to the better value.

Unpacking Afterwards

Normally tents are wet with dew or rain when they are packed up in the morning and need to be hung up to dry to prevent mildew. Sleeping bags should be aired out after use and not stored long term in the stuff sack. Hang the sleeping bag in the closet, lay it out under a bed, or store in a large bag that breathes. Thermarest and closed cell foam pads should not be stored rolled or compressed, otherwise it loses its insulating characteristics. Your Scout should clean all his gear and the Troop's gear as needed. Of course, you'll want to make sure your Scout unpacks and washes all his dirty laundry as soon as possible. Otherwise you'll be in for one smelly surprise next time he needs to prepare for a camping trip!

Position Prerequisites, Descriptions and Performance Work Plans

This section provides job prerequisites, descriptions, and performance work plans for the various leadership positions that Scouts occupy in Troop 624 to make the troop function.

A prerequisite is an accomplishment that a Scout must attain before he can apply or be elected to a position in the Troop. A job description tells the Scouts what the job is about. The performance plan tells the Scout what they must do to actually get credit for holding a leadership position and it forms the basis for the performance review. It provides the Scoutmaster staff with a benchmark to provide feedback to the Scout in meeting the goals as outlined in the plan.

The requirements for Star, Life, and Eagle ranks include six months in a leadership position. However, Scouts are encouraged to hold the same leadership position for two consecutive terms, or one year. Therefore, the performance plans break down the leadership review process into six-month review periods. This allows for a review and acknowledgment of a Scout's six-month leadership requirement for advancement. It also gives a Scout the opportunity to improve in the second half-term, especially if he did not meet the requirements to earn leadership credit in the first six months. Finally, it helps to ensure consistent leadership over the year. If the Scout has a good first six months performing leadership duties but then doesn't meet the standards in the second six months, the Scoutmaster can consider the second half of the year invalid for advancement purposes.

The performance review is essentially a Scoutmaster conference where the Scoutmaster or Assistant Scoutmaster will discuss with the Scout how they are progressing in the leadership role. This is an opportunity for the Scout to receive feedback and to discuss how to improve as a leader. These conferences are designed to take place at election/appointment and every three months after that until the Scout leaves that particular leadership position. However, in practice, the Scoutmaster Staff continually observe and monitor the Scout leadership abilities. As with any Scoutmaster conference, this is a great opportunity for the Scout to give feedback on how things in the Troop are going and provide suggestions on how Troop 624 can improve.

Each performance plan has a set of specific expectations that must be included in the Scout's individual performance plan. Generally, these expectations are quantifiable (i.e., number of activities attended) and some are subjective (i.e., how well the EDGE method was used). These expectations set the minimal standard for obtaining leadership position credit. The individual performance plan is where the Scout establishes with the Scoutmaster and the SPL what they intend to accomplish. This process helps a Scout articulate what they want to accomplish in their leadership role and how to get there. It also sets a framework for evaluating effort and technique used to meet the goals outlined in the individual performance plan. This process is not intended to merely determine if a goal is met or not. The Scout can learn a lot about leadership through attempting and sometimes falling short of a goal. It is effort and appropriate techniques that are important. When an individual performance plan is established, it should conform to the "SMART" principle: S – specific; M- measurable; A – attainable; R – relevant; T – time based.

Senior Patrol Leader (SPL)

PREREQUISITES:

- Must be at least a 1st Class Scout
- Must have completed BSA National Youth Leadership Training (NYLT)
- Must have been a Patrol Leader or an Assistant Senior Patrol Leader (ASPL)
- Must be 17 and 1/2 years or younger at the start of the term
- Must have the approval of the Scoutmaster to run for Senior Patrol Leader
- Must be elected by the Troop to be Senior Patrol

Leader DESCRIPTION:

The SPL is the Chief Executive Officer (CEO) of the Troop. The SPL is responsible for the organization and functioning of Troop. The SPL chairs the Patrol Leaders Council (PLC) that develops the annual Troop program, builds the Troop calendar, and plans specific Troop events. The SPL does not do all this himself, but appropriately delegates to other Scout leaders. The SPL exhibits leadership by communicating the annual program, calendar, event plans, and delegated tasks to the Troop. The SPL appoints the Assistant Senior Patrol Leader (ASPL), with the approval of the Scoutmaster. Though the SPL should delegate many tasks, he cannot delegate his responsibility for the overall functioning of the Troop. The SPL should also hold his Assistant Senior Patrol Leader and Patrol Leaders accountable for fulfilling their duties. The SPL needs to exhibit the courage to keep order in the Troop and the integrity to always adhere to the Scout Oath, the Scout Law, and the Troop Code of Conduct.

PERFORMANCE WORK PLAN:

- With the PLC and input from the Scoutmaster staff, the SPL develops the annual Troop Plan and Troop Calendar. The plan and calendar is then presented by the SPL to the Troop Committee for approval.
- With the PLC and with input from the Scoutmaster staff, the SPL develops specific plans for each Troop event, activity, and camping trip.
- The SPL must participate in at least two Troop overnight event every six months.
- The SPL must call and lead at least five PLC meetings every six months.
- The SPL must make sure the ASPL, the Troop Guide, and the Patrol Leaders lead at least one training/activity session every six months.
- The SPL leads the Troop at Summer Camp.
- The SPL actively participates in the Troop.
- The SPL lives the Scout Oath and the Scout Law.

Assistant Senior Patrol Leader (ASPL)

PREREQUISITES:

- Must be at least a 1st Class Scout
- Must be 17 and 1/2 years or younger at the start of the term
- Must be appointed by the SPL, with the approval of the Scoutmaster

DESCRIPTION:

The ASPL is the SPL's proxy. An ASPL acts as the SPL if the SPL is absent. The ASPL assists the SPL with tasks that fall outside of the scope of a Patrol Leader. The ASPL assists the SPL with organizing Troop events. Often, these events require several months of planning. The ASPL also assists with supervising the auxiliary leadership positions (Quartermaster, Scribe/Webmaster, Historian, Librarian, Chaplain's Aide, etc.). The ASPL position is only filled if the Troop is large enough, all other leadership positions are filled, and there is a qualified Scout.

PERFORMANCE WORK PLAN:

- The ASPL leads at least one training/activity session every six months.
- The ASPL plans at least one overnight troop activity every six months.
- The ASPL attends at least three PLC meetings every six months.
- The ASPL actively participates in the Troop.
- The ASPL lives the Scout Oath and the Scout Law.

Junior Assistant Scoutmaster (JASM)

PREREQUISITES:

- Must be Star Scout or above
- Must have exhibited strong leadership skills
- Must be at least 16 years of age
- Must be 17 and 1/2 years or younger at the start of the term for advancement credit
- Must be appointed by the Scoutmaster

DESCRIPTION:

The JASM functions in whatever capacity the Scoutmaster directs. Normally a former SPL, the JASM mentors the PLC or a particular patrol. The ASPL position is only filled if the Troop is large enough, all other leadership positions are filled, and there is a qualified Scout.

PERFORMANCE WORK PLAN:

- Since the JASM has a unique job description based on the needs of the Troop, the specifics for his work plan must be worked out between the Scoutmaster and the JASM.
- The JASM must participate in at least three PLC meetings every six months.
- The JASM actively participates in the Troop.
- The JASM lives the Scout Oath and the Scout Law.

Patrol Leader (PL)

PREREQUISITES:

- Must be at least a 1st Class Scout
- Must be 17 and 1/2 years or younger at the start of the term
- Must have the approval of the Scoutmaster to run for Patrol Leader
- Must be elected by their patrol to be Patrol

Leader DESCRIPTION:

The PL has ultimate responsibility for his Patrol and its patrol members. The PL is responsible for the organization and functioning of his Patrol. The PL plans and executes Patrol activities and events. The PL works to make sure that he and the patrol members have the training to participate in Troop/Patrol events and to advance in rank. The PL should call on Troop Guides/Instructors, ASPLs and JASMs for assistance. But, the PL is the primary instructor for the Patrol. The PL teaches younger Scouts the Patrol Method and basic skills. The PL mentors Scouts in the Patrol who have not yet made 1st Class and ensures they are making progress toward advancement. If a boy is having difficulties in the Patrol, it is the PL's job to assist that Scout through the problem and/or seek help for that Scout. The PL is an integral part of the PLC.

PERFORMANCE WORK PLAN:

- The PL leads at least one Patrol activity separate from Troop activities every six months. These activities can be any activity permitted in the Guide to Safe Scouting. While the Patrol can open this activity to other members of the Troop, the PL is in charge.
- The PL leads his Patrol on at least half of the scheduled Troop activities, events, and camping trips.
- The PL attends at least three PLC meetings every six months. For all PLCs that they cannot attend, the PLC will send a proxy (usually the APL).
- The PL leads the Patrol at Summer Camp.
- The PL actively participates in the Troop.
- The PL lives the Scout Oath and the Scout Law.

Assistant Patrol Leader (APL)

PREREQUISITES:

- Must be at least a 2nd Class Scout
- Must be appointed by the Patrol Leader, with the approval of the Scoutmaster

DESCRIPTION:

The APL position is not a leadership position that qualifies for rank advancement. However, it is an excellent opportunity to prepare for and practice being a PL. The APL assists the PL in leading, planning, and running Patrol activities. The APL steps in to lead the Patrol when the PL is not present. The APL is a member of the PLC and represents the PL in his absence.

PERFORMANCE WORK PLAN:

- The APL assists the PL as directed.
- In the absence of the PL, the APL leads his Patrol.
- The APL attends at least three PLC meetings every six months.
- The APL participates in at least half of the Troop events every six months.
- The APL participates in at least one Patrol event every six months.

- The APL actively participates in the Troop.
- The APL lives the Scout Oath and the Scout Law.

Troop Guide – Pioneer Patrol

PREREQUISITES:

- Must be at least a 1st Class Scout
- Must be 17 and 1/2 years or younger at the start of the term
- Must be appointed by the SPL, with the approval of the Scoutmaster

DESCRIPTION:

The Troop Guide for the Pioneer Patrol is responsible for transitioning new Scouts from Cub Scouting to Boy Scouting. The Troop Guide helps the new Scouts understand the Patrol Method by having them practice it as they elect and rotate the Patrol leadership positions among themselves. The Troop Guide is responsible for getting new Scouts advanced through Tenderfoot and possibly 2nd Class before they are integrated into regular patrols. The Troop Guide is part of the PLC. The Troop Guide works closely with the Assistant Scoutmaster assigned to oversee the Pioneer Patrol. The Pioneer Patrol and the Troop Guide position are only established if the Troop is large enough and there are a sufficient number of new Scouts, usually five or more.

PERFORMANCE WORK PLAN:

- The Troop Guide attends at least three PLC meetings every six months.
- The Troop Guide participates in at least half of the Troop events every six months.
- The Troop Guide leads at least one Patrol event every six months.
- The Troop Guide actively participates in the Troop.
- The Troop Guide lives the Scout Oath and the Scout Law.

Quartermaster

PREREQUISITES:

- Must be at least a 2nd Class Scout
- Must be 17 and 1/2 years or younger at the start of the term
- Must be appointed by the SPL, with the approval of Scoutmaster

DESCRIPTION:

The Quartermaster is responsible for the logistics of the Troop. He is responsible for inventory, storage, maintenance, and cleanliness of all Troop equipment. He will maintain an inventory catalogue of all Troop equipment on hand. The Quartermaster signs out equipment to the Patrols and individual Scouts as necessary for activities, events, and camping trips. He ensures all items are returned in good working order, cleaned, and appropriately packed. The Quartermaster works with the Scoutmaster staff to review inventory and procure necessary items to support the Troop. While not officially part of the PLC,

the Quartermaster should attend PLC meetings to understand upcoming logistics requirements. When a Librarian is not appointed, the Quartermaster will perform the Librarian duties.

PERFORMANCE WORK PLAN:

- Keep the storage area (currently the shed) organized, inventoried, and clean.
- Maintain 100% accountability of all Troop equipment at all times.
- Appropriately issue (sign out), inspect, and receive (sign in) Troop equipment to Patrols and individual Scouts as necessary.
- The Quartermaster actively participates in the Troop.
- The Quartermaster lives the Scout Oath and the Scout Law.

Scribe/Webmaster

PREREQUISITES:

- Must be at least a 2nd Class Scout
- Must be 17 and 1/2 years or younger at the start of the term
- Must be appointed by the SPL, with the approval of the Scoutmaster

DESCRIPTION:

The Scribe/Webmaster is responsible for keeping the Troop 624 website accurate, relevant, and up-to-date. As directed by the SPL, the Scribe/Webmaster is also responsible for taking minutes at selected Troop meetings and events. He must work closely with the Historian to ensure appropriate and up-to-date photos and information is posted to the website. While not officially part of the PLC, the Scribe/Webmaster should attend PLC meetings to understand what should be posted to the website and to possibly take minutes. When a Historian is not appointed, perform the Historian duties as well.

PERFORMANCE WORK PLAN:

- Keep the Troop 624 website accurate, relevant, and up-to-date.
- Post pictures and stories concerning recently completed Troop/Patrol events to the website.
- Take minutes at selected Troop meetings and post to the website as directed by the SPL.
- The Scribe/Webmaster actively participates in the Troop.
- The Scribe/Webmaster lives the Scout Oath and the Scout Law.

Historian

PREREQUISITES:

- Must be at least a 2nd Class Scout
- Must be 17 and 1/2 years or younger at the start of the term
- Must be appointed by the SPL, with the approval of the Scoutmaster

DESCRIPTION:

The Historian is responsible for recording the activities, events, and camping trips of Troop 624 through words and pictures. The Historian is the Troop photographer and should take pictures at all Troop functions. He must work closely with the Scribe/Webmaster to ensure appropriate and up-to-

date photos and information is posted to the website. When a Historian is not appointed, the Scribe/Webmaster performs the Historian duties.

PERFORMANCE WORK PLAN:

- Keep records of all the Troop activities, events, and camping trips.
- Help post pictures and stories concerning recently completed Troop/Patrol events to the website.
- Serve as the Troop photographer.
- The Historian actively participates in the Troop.
- The Historian lives the Scout Oath and the Scout Law.

Chaplain's Aide

PREREQUISITES:

- Must be at least a 1st Class Scout.
- Must be 17 and 1/2 years or younger at the start of the term.
- Must be appointed by the SPL, with the approval of the Scoutmaster
- Must be comfortable in leading prayer

DESCRIPTION:

The Chaplain's Aide has two functions in the Troop. He leads prayer when invocations are appropriate. Typically, this is grace before meals and invocations at Courts of Honor. His other duty is to serve as the Troop morale officer. The Chaplain's Aide looks for situations where Scouts seem upset by something or are not getting along and then works to assist the Scouts in improving the situation. The Chaplain's Aide position is a good opportunity to practice public speaking.

PERFORMANCE WORK PLAN:

- Honor all requests to lead a prayer.
- Address morale issues brought to him by the PLC or Scoutmaster staff.
- The Chaplain's Aide actively participates in the Troop.
- The Chaplain's Aide lives the Scout Oath and the Scout Law.

Librarian

PREREQUISITES:

- Must be at least a 2nd Class Scout
- Must be 17 and 1/2 years or younger at the start of the term
- Must be appointed by the SPL, with the approval of the Scoutmaster

DESCRIPTION:

The Librarian is responsible for the Troop library of books and manuals (i.e., merit badge pamphlets). He is responsible for inventory and storage all Troop books and manuals. He will maintain an inventory catalogue of all Troop books and manuals. The Librarian signs out books and manuals to individual Scouts as necessary. He ensures all books and manuals are returned in good condition. He will inform the SPL and Scoutmaster if any books or manuals are lost or damaged. They will determine if to charge the Scout to replace it. When a Librarian is not appointed, the Quartermaster will perform the Librarian duties.

PERFORMANCE WORK PLAN:

- Keep the Troop library organized and inventoried.
- Maintain 100% accountability of all Troop books and manuals.
- Appropriately issue (sign out) and receive (sign in) Troop books and manuals.
- The Librarian actively participates in the Troop.
- The Librarian lives the Scout Oath and the Scout Law.

A Sample Individual Performance Plan POSITION:

Patrol Leader

SCOUT: Joe McScout

GOALS: As the Patrol Leader for the Bobcat Patrol:

- I will work with my Patrol to have a fall and winter patrol activity. I will have the Patrol agree on an activity by the 2nd meeting in September and we will hold it before Thanksgiving. We will plan the second activity in December and hold it in January.
- I will be available for the September and December campouts. I will help with Scouting for Food. I will not be able to attend the Camporee due to Homecoming. I will attend the January campout and the Klondike Derby. I will work to attend the Alonzo Staff and the Projectoree in the spring.
- I promise to attend at least three of the five scheduled PLC meetings this fall. I will attempt to do the same in the spring.
- I will attend NYLT in August.
- I will maintain active participation in the Troop.
- My Patrol has two 2nd Class Scouts; Ed Strongback and Wile E. Coyote. I will prepare them for advancement to 1st Class prior to the Klondike Derby.

Joe McScout

Date

TROOP 624 CODE OF CONDUCT

All Scouts in Troop 624 are responsible for living up to the Scout Oath and Law. Scouts are always “on their honor” and should always be vigilant to do nothing that would dishonor themselves, their Patrol, their uniform or the Scouting Program. Scouts will maintain a positive attitude and remember that “cheerful” is the eighth Scout Law. The code below is not exhaustive, but the Scout Oath and Law always apply. Any situation that is not specifically covered below will be decided in accordance with the Scout Oath and Law and discussed with the parent and Scout. Any parent who believes his Scout is treated unfairly should contact the Scoutmaster or Committee Chair to discuss and reconcile. **Each Scout and parent must sign this Code of Conduct** and return it to the Committee to become part of the Scout’s permanent record.

1. A Scout will take care of all Troop or Patrol gear issued as well as any personal property belonging to others that is used in Troop activities. A Scout will be responsible for all damage he causes, negligently or otherwise.
2. Printed material or pictures which a Scout would not want his parents to see or which his parents would not want him to have will not be brought to Troop or Patrol meetings, campouts, or other activities.
3. Hazing is never permitted. Fighting with or striking another Scout is not acceptable.
4. Engaging in unsafe acts, such as inappropriate use of knives or axes, sharp sticks, ropes, or other materials, is not acceptable. Intentionally harming another person or intentionally placing another person in a dangerous or harmful situation is not acceptable.
5. Using language that a Scout would not use in front of his parents is not permitted.
6. Any Scout who possesses or uses any illegal substance (including alcohol) shall be immediately expelled from the scouting event and will be considered for expulsion from the Troop.
7. Any Scout who has a problem with another Scout will immediately inform two leaders and seek a solution. Any Scout who has a problem with an adult leader will immediately inform two other adults.
8. Whenever instructed or when otherwise appropriate, Scouts will always use the “buddy system.”
9. Scouts will always maintain the “Rule of Three:” Scouts will never be alone with an adult leader to which he is not related and will always seek to be in the presence of a second adult leader or another Scout.
10. Scouts will only use pocket knives (having completed their Totin’ Chip requirements). Hunting knives, switchblades, gravity knives, sheath knives, butterfly knives (note: these are illegal for juveniles to possess and are considered concealed weapons), folding knives with blades longer than 3” or clip-on knives are never permitted.
11. Unless waived by the Scoutmaster, Scouts are not permitted to have any radios, electronic music, or gaming devices while on camping trips.
12. Scouts who indicated they would be going on an outing but change their minds and do not inform their Patrol Leader at least two days before the beginning of the outing, must share in the cost of the food and other troop expenses.
13. While participating in any Scout campouts, a Scout’s belongings are subject to search by the Scoutmaster staff.
14. The Scoutmaster staff will determine if a Scout’s conduct requires his removal from a Scout event. When this occurs, the Scout’s parents are responsible to remove the Scout as soon as possible.
15. I authorize use of any photos taken of my son/myself to be posted on the Troop 624 website.

Scout’s Signature

Date

Parent’s Signature(s)

Date