

***WELCOME TO  
TROOP 9***

**PARENT'S ORIENTATION HANDBOOK**

Adapted from the Troop 291 handbook; Circle10 council



## BOY SCOUT TROOP 9

Dear Parents:

Welcome to Troop9! We are looking forward to a productive and enjoyable time with you and your son(s). Here is some basic information that we think will be helpful to you. If you have questions about any of this information or anything pertaining to Troop 9, please feel free to call one of the contacts listed in the back of this booklet.

### I, TROOP MEETINGS

Troop 9 meets every Sunday from 4:00 to 5:30 p.m. at Christ United Methodist Church. The Sunday following the campout **is usually not** a troop meeting.

At troop meetings, Scouts are expected to arrive **on time, in uniform**, with their **Scout handbooks**. They are expected to conduct themselves as guests of the church and will be asked to leave if they behave otherwise. They should **not** bring food or drink to the meetings.

The boys will sit by patrols, unless otherwise indicated.

At the meetings, the Scouts will hear announcements of upcoming events, work on rank advancements, work on merit badges if they are First Class or above, either in class or individually with a merit badge counselor, or plan by patrols for upcoming activities. Sometimes, there is a special program planned, a guest speaker or visitors. The boys are expected to behave themselves in an orderly, courteous manner at all times.

We do realize that from time-to-time schedule conflicts occur, and the boys cannot make it to the meeting. Please be reassured that we are aware of this and do not hold it against your son or penalize him in any way. All we ask is that he let his Patrol Leader know that he will not be able to make the meeting, **and then make it his business to contact his Patrol Leader** subsequent to the troop meeting to find out what he missed or needs to know. This should be a responsibility of your son and not of his parents. Also, the web site is an excellent way to keep up-to-date. Please check it often at <http://www.bsa9.org>.

It is our hope that meetings will be fun and productive. Some of this is dependent on the boy-led nature of the meeting as well as the Scouts' level of participation and behavior during a meeting.

### II. COURT OF HONOR

A Court of Honor is the Boy Scout version of the Pack Meeting, except that there are only about four per year. This is an event to formally recognize rank achievements and merit badge awards. The Court of Honor is on a Sunday evening in lieu of the regular Troop meeting. The date of the Court of Honor is posted on the Troop's web site and announced at the Troop meetings. This is the Scouts' night; the Court of Honor is planned and executed by the boys. For the Court of Honor, we always need a number

of families to bring refreshments and help serve and this is arranged by our Court of Honor Hospitality Coordinators whose numbers are listed in the back of this handbook. All parents should attend the Court of Honor to encourage and support **all the Scouts in the Troop and to recognize their accomplishments**. Parents will also hear important announcements, policy changes, a Treasurer's report, and reports from the Committee Chairman and Scoutmaster.

### III. WHAT NEEDS TO BE PURCHASED?

The boys will need the Scout khaki short-sleeved shirt (the "uniform"), with a Nowela Council patch and purple World Crest. Once the Scouts are placed in a new Scout patrol (effective in late May) they will need to purchase their particular patrol patch for their shirt. The red shoulder loops, a Troop hat and the 9 numeral strip. (If the boy received his Arrow of Light Award in his pack, the Webelos Arrow of Light patch is the only insignia from his days as a Cub Scout that may be worn on the Boy Scout uniform. This is worn below the point of the left pocket). Your son will be expected to wear his uniform with his shirt tucked in to all Troop meetings, to and from all camping trips, to all Boards of Review, to all Scoutmaster Conferences, and to all other Troop, district, or council functions, unless otherwise specified. You will need to purchase the Scout handbook in the Norwela headquarters building). Also, you should purchase a notebook to hold important papers, handouts, this booklet, etc. You will also need to purchase a Troop t-shirt, which serves as a Class B uniform in more casual situations.

The Troop owns its own tents and chuck boxes. The Scouts will need to have the following gear for camping trips:

Backpack for the weekend; a large school backpack will work or a duffel bag. The duffel bags that do not load and unload from the top down work best.

- Sleeping bag
- Sleeping pad
- Pillow (optional)
- Mess kit with utensils
- Flashlight with extra batteries
- Individual first-aid kit and toiletries
- Rain gear: a rainsuit works best, with pull-over pants and jacket with hood. Flimsy ponchos will not allow the boy to feel comfortable in stormy, windy, cold and wet weather
- Hiking shoes (waterproof recommended) or old sneakers. Bring an extra pair in case shoes get wet.
- Water bottle
- Scout handbook

All items should be clearly marked with the Scout's name, including clothing, socks, underwear, etc. We recommend that each day's clothing be packed in plastic bags inside the Scout's duffel bag. It is very important that each Scout pack his own gear so he knows what he has packed and where it is in his pack.

#### IV. NEW SCOUT PATROLS

New Scouts are placed with other new Scouts in patrols of 5 to 6 boys. The Scouts will have ample opportunity to interact with the boys in the other patrols.

The Scoutmaster and Senior Patrol Leader assign a Patrol Leader and Troop Guide to each new patrol (both of these are older Scouts). A Troop Guide functions as a special guide for new Scouts, to teach them about the patrol method and to encourage them. The Troop Guide is especially chosen because he has previously demonstrated an ability to work well with younger Scouts. An adult Patrol Advisors will be assigned to coach the patrol (but not to run the patrol, as this is the Patrol Leader's and Troop Guide's responsibility). The Patrol Advisors are registered adult Scouters in the Troop.

The Patrol Leader and Troop Guide will work together to ease the transition into Boy Scouting and help and encourage the new Scouts as they pursue their ranks on the Trail to First Class. All new Scouts will bring any issues, problems, or questions to the attention of the Patrol Leader, Troop Guide or Patrol Advisors. If the outcome is unsatisfactory, the new Scout may approach the Senior Patrol Leader who is the boy leader elected to head the entire Troop. If there is still an unsatisfactory result, the new Scout may ask the Scoutmaster or any of the adults present for assistance. Similarly, all other boys in their patrols will use this same protocol. They contact their Patrol Leader first, then the Senior Patrol Leader (SPL) or Assistant Senior Patrol Leader (ASPL), and then the Scoutmaster or any of the adults present. **Parents if you are attending a campout, please remember this protocol and encourage your son to follow this method to solve the problem!**

#### V. THE PATROL METHOD

BSA advocates and trains its members to employ the "patrol method" in organizing and functioning as a troop. Troop 9 follows these guidelines and uses the patrol method whenever possible. The Troop is divided into approximately 2 patrols. Each patrol has approximately 5-6 boys in it. Patrol Leaders are elected every six months and hold office for six months. The Patrol Leader chooses an Assistant Patrol Leader to assist him. There are also other positions of leadership that Scouts may hold--these are generally positions appointed by the Scoutmaster and are also held for six month terms.

#### VI. SCOUT RANK

As soon as your son has registered with the Troop, he may begin to work on his Scout rank by completing the appropriate requirements listed in his Scout Handbook. These requirements are basically the same as the requirements of the Arrow of Light. When your son has demonstrated his knowledge regarding these requirements for Boy Scouts to one of the Assistant Scoutmasters or Patrol Advisors (including his Patrol Leader), he may get his book signed off and inform the Advancement Chairman (see Whom Do I Call?). He will also participate in a Scoutmaster conference with the Scoutmaster. He will then receive his Scout rank, and may sew it on the left pocket of his uniform. He should now begin working on his Tenderfoot rank on the Trail to First Class.

## VII. TRAIL TO FIRST CLASS (TFC)

Your son is now ready to learn more about being a Scout. At this stage, he will learn more about camping, first aid, knots, cooking, community service and working together with his fellow Scouts in the patrol method. He will work with his Patrol Leader, Troop Guide, Scoutmaster, the Assistant Scoutmasters and Patrol Advisors on the requirements found in the Handbook; parents do not sign off on these requirements. Although some of the requirements will be met during Troop meetings, most will be met by attending campouts, and so we encourage you to encourage your Scout to attend campouts and all Troop functions; you are invited too! These are not all earned in sequential order (i.e., a Scout can complete requirements in First Class while still working on Tenderfoot). Note that there are numerous opportunities to complete these requirements—however, regular attendance at meetings and campouts makes this goal much more achievable. Also, the boys work at an individual pace—if conscientious, a Scout can complete these ranks in approximately one year. The Scout needs to monitor his advancement! It is not meant to be a competition and the emphasis is not on speed or who gets there first. The emphasis is on "process", not simply earning a patch to sew on his Scout shirt.

## VIII. RANK ADVANCEMENT AND MERIT BADGES

As your son achieves his Tenderfoot, Second Class and First Class ranks, he will be anxious to begin merit badge classes with the older boys. We strongly encourage our Scouts to take the swimming merit badge at Summer Camp as a number of badges require swimming as a prerequisite, and our Troop goes on 2-3 water-based campouts each year. It is necessary to have all our Scouts trained in water safety and to know whether or not they can swim for their own protection. We will have a new scout swim test in April at a local indoor swimming pool. All new scouts have to participate in this event to be "signed off" on their basic swimming ability.

After a Scout earns his First Class rank, he is eligible for many new things. He is able to run for positions of leadership (a requirement to earn the subsequent ranks of Star, Life and Eagle). He is also able to devote his attention to earning merit badges. The process for this is simple but **compliance is necessary** to earn a merit badge.

1. Choose a merit badge.
2. Fill out a blue merit badge card, which is obtained from the Merit Badge Advisor, and have it signed by the Scoutmaster signaling intent to work on the badge.
3. Present the blue card to the Merit Badge Advisor to have a merit badge counselor assigned to the Scout.
4. Notify the merit badge counselor of intent to work on the badge and have the counselor complete his portion of the blue card.
5. Work on the badge, have the counselor sign off on the blue card as requirements are completed.
6. When completed, retain the applicant's portion and give the counselor his portion as back-up proof the badge is completed. Turn in the remaining portion to the Advancement Chairman. Congratulations! The badge will be presented at the next Court of Honor.

## **IX. CAMPOUTS**

The Troop tries to go camping at least once a month. All campouts for the year are planned at a Sunday afternoon meeting in early October; all parents and Scouts are invited to this meeting. The Troop regularly attends Summer Camp, Winter Camp and the District Camporee, leaving nine campouts to plan

There are usually payments associated with each campout— one for food and one for camping fees which is generally paid 1-2 weeks in advance (commitment fee). The Troop needs to know in advance of a Scout's and a Scouter's (adult leader) commitment so we can plan: (1) how many patrols will attend, (2) how many drivers are available to and from the site, (3) how many adults will need food, (4) how many tents we will need, (5) whether any special arrangements are required in terms of the space needed, and (6) how many participants will need horses, canoes, or admission to other special activities. We are required to fill out a trip permit listing drivers and the number of participants.

Scouts plan their campout menus by patrol prior to the campout. One member of the patrol is designated as the food buyer, and he will buy the patrol's food for the entire campout. Scouts do this on a volunteer and rotating basis. The Patrol Leader will assist the new Scout who volunteers as the food buyer (being a food buyer also fulfills certain TFC rank advancement requirements). If your son has any specific food allergy or religious/family requirements, such as vegetarian, please make sure he informs the patrol leader. Also during the Monday night menu planning (Patrol Corners), the boys will decide who will cook which meals and how they want to handle clean-up. The Patrol Leader is always ultimately responsible for making sure everyone is included in the food count, that the food buyer has his patrol box on menu-planning night, and that the food buyer is notified of any changes prior to shopping for food. Scouts and committed adults who have to cancel out are still responsible for paying the food buyer for their portion of the food bill unless they contact the food buyer before the food has been purchased. On the Thursday night prior to departure, the food buyer should call the boys in his patrol who are going on the campout to inform them of the food cost (normally \$8-12 per boy). On Friday night in the church parking lot prior to departure, the food buyer will collect the money for the patrol's food.

Campouts are the backbone of the Scouting program. It is here that the patrol method is most operational. It is here that bonding, friendship and patrol spirit are nurtured. It is on the campouts where new skills are learned, old skills are practiced and leadership skills are developed. The patrols work together for the good of the Troop and strengthen it. There is much opportunity to interact with the other patrols. In addition, the parents who attend a campout work together as a patrol. They show up for departure at the same time as the Scouts and are expected to leave and return with the Troop. An adult should not plan to buddy up with another adult for the ride unless that fact has been previously communicated to the Campout Coordinator because we are assuming that each adult will be a driver for the Scouts. This is a great way to get to know other parents in the Troop and to contribute to the good of the program. When camping, adults, like Scouts, help the adult patrol set up camp first before setting up camp for themselves. Adults, unlike Scouts, bring their own tents but

do not need to bring plates and utensils since these are provided. All adults and siblings are invited to attend the campout unless the campsite is a Boy Scout Camp. There is a commitment fee and food buying fee for each adult and sibling who attends a campout.

**Troop 9 encourages all Scouts to start together and to finish together – not arrive after setup or leave early before cleanup. If you must come late or leave early, communicate with your patrol leader so your duty assignment can be adjusted properly – each Scout must help with his share of the work.**

#### **X. COMMITMENT FOR CAMPOUTS**

Commitment for the campouts generally takes place two weeks prior to the campout at the Sunday meeting. Your son will typically bring home a sheet with all of the details. The camping fee varies depending on what we are doing and where we are going. Usually, the Patrol Leader will call prior to Commitment Night to remind the Scout to bring his money. It is important to know in advance who is going, including parents. This is because menu planning is contingent on the number of people to cook for. There needs to be adequate adult supervision, and the Troop requires drivers to get the boys to and from the campouts. Arrangements are sometimes made ahead of time for doing activities in rotations, and it is necessary to know how many to schedule per rotation. It is helpful to know if any patrols are under-represented and need to be merged with other patrols to function as a patrol for that particular campout. We need to make arrangements for adequate tent count and lanterns. IT IS VERY IMPORTANT TO KNOW AS FAR IN ADVANCE AS POSSIBLE WHO IS ATTENDING. LAST MINUTE ADDITIONS OR WITHDRAWALS MAKE PLANNING AND EXECUTION DIFFICULT.

#### **XI. SUMMER CAMP**

This is a week-long activity that the Troop attends, usually in June. Commitment for Summer Camp takes place in May. By then, everyone who has returned the proper health forms and has paid dues is eligible to attend. Adults who choose to attend part of the week are welcome. Preferably, we would like to have as many full-time registered Scouters there as possible. We usually camp at Garland Scout Ranch, but have traveled out-of-council at times to attend camp. Camp usually costs approximately \$160 for the week and includes meals. **Summer Camp provides significant opportunities to advance in Scouting with the Trail to First Class program**, and for the older Scouts, merit badge classes and high adventure trips.

#### **XII. WINTER CAMP**

The Troop chooses to attend Winter Camp during Thanksgiving break, every year. There is a special emphasis on merit badges especially Eagle required badges. This is an extremely popular troop activity. Most of the Scouts prefer Winter Camp to Summer Camp because of the more relaxed schedule.

#### **XIII. HEALTH FORMS**

At the time of registration, or shortly thereafter, each Scout will complete and return Class I and II medical forms. The Class I is an annual medical form used by the Troop for all excursions and regular weekend campouts. It provides medical authorization to treat. The Class II is the required medical form for any long-term camping, i.e. summer and Winter

Camp. This form is valid for three years and is the only one that requires a doctor's signature. When the Troop recharter, a new Class I will be completed and returned along with the April dues. Class II forms will only be issued shortly before expiration. A Class III form is required for any High Adventure camping, for boys who are age 14 and above. Adults who are under age 40 will complete a Class II form for long-term camping (summer/Winter Camp) and that form is good for three years or until age 40, whichever comes first. At age 40 and above, each adult is required to complete a Class III for long-term camping. These forms are on the Norwela council's web site.

#### XIV. WEB SITE

The Troop maintains a web site: <http://www.bsa9.org>. Announcements, the campout calendar, pictures from previous campouts.

#### XV. CONFLICTS

From time to time, conflicts will arise with Scouting. The Troop has always held that school-work and family responsibilities have a higher priority than Scouting. If a Scout is unable to attend a troop meeting, or make some other troop function due to such a conflict, **it is expected that the Scout will call his Patrol Leader and let him know.**

#### XVI. ADULT PARTICIPATION

The Troop welcomes and encourages adult participation. Participation can range from a position of leadership on the Troop Committee, performing the role of an Assistant Scoutmaster, acting as a merit badge counselor, driving to or attending campouts, attending weekly meetings, or just assisting the Troop when called upon. Each individual needs to decide how much time he or she would like to give to the program but please know that even though we have lots of involved parents, your assistance is welcome and would be beneficial to the Troop and your son. For the most part, the Scouts who stay with the program and advance the furthest seem to be the ones whose parents show an interest in the Troop and give some time to the program. Please contact either the Committee Chairman or Scoutmaster to discuss how you can help.

#### XVIII. Scout Accounts

During the year the scouts are presented with opportunities to earn money through fund raising. The amount of funds added to the accounts is dependent on the event and how much money is raised. The funds in the accounts may be used in any of the following ways:

- Pay for Recharter fees
- Use towards the cost of any camp (High Adventure, summer camp, etc.)
- Any function that the scout is responsible for the cost

The funds do not have to be used in the year earned and may be carried over each year to save for use on the more expensive costs such as the High Adventure camps.

Any funds that remain in the scout account when a scout leaves the Troop are refunded to the Troop. There is no monetary value to the accounts other than defraying the cost of BSA activities for the scout while they are active in the Troop.

## XIX. FUNDRAISING

The annual dues cover national registration and insurance. The Boy's Life subscription is optional but recommended. Additionally the troop collects weekly dues from each boy; dues are due every week and may be paid weekly, monthly etcetera. Scouts must be current on their dues to participate in campouts and outings. The dues cover the costs of badges, patches and other advancement fees. Patrols also assess for the food for their campouts based on the number of boys attending and the meal plan. Once campout food is paid for, it is nonrefundable, even if the Scout does not make the campout. This cost is to be paid at the meeting preceding the campout. Boys may sell Trail's End popcorn each October. The profits from the sale go to each boy's account for use at a summer or winter camp. Boys are encouraged to sell, but are not required. The boys man the Church recycling trailer several times per year and the money obtained from this goes to the general Troop 9 fund. We have an annual Troop9/Pack9 spaghetti supper at the Church and proceeds from this are split between the boys that work the supper and the Troop9/Pack9 general fund. The boys may plan additional fundraising projects through the year; carwash, selling drinks at the Annual Bodcau campout etc.

## **General Info Regarding Boy Scouts of America**

The Boy Scouts of America was incorporated to provide a program for community organizations that offers effective character, citizenship, and personal fitness training for youth.

Specifically, the BSA endeavors to develop American citizens who are physically, mentally, and emotionally fit; have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness; have personal values based on religious concepts; have the desire and skills to help others; understand the principles of the American social, economic, and governmental systems; are knowledgeable about and take pride in their American heritage and understand our nation's role in the world; have a keen respect for the basic rights of all people; and are prepared to participate in and give leadership to American society.

### **Boy Scout Program Membership**

Boy Scouting is a year-round program for boys age 11 - 17. Boys who are 10 may join if they have received the Arrow of Light Award or have finished the fifth grade. Boy Scouting is a program of fun outdoor activities, peer group leadership opportunities, and a personal exploration of career, hobby and special interests, all designed to achieve the BSA's objectives of strengthening character, personal fitness and good citizenship.

Boy Scout program membership, as of December 31, 2005, is

<b>943,426</b>	Boy Scouts/Varsity Scouts
<b>543,971</b>	adult volunteers
<b>50,996</b>	troops/teams

# BSA Organization



The National Council is funded from membership dues, corporate sponsors, and special events. It is a not-for-profit private corporation.

The National Council is comprised of the following members:

- All members of its Executive Board
- Members of the Regional Executive Committee
- Local Council Representatives (president and council commissioner plus an additional member for every 5,000 youth members)
- Members at large elected by the National Council for 1 year terms
- Honorary (non-voting) members as elected by the National Council for 1 year terms.

It meets annually at the call of its Executive Board for the reception of reports of various officers and committees and to elect members both at large and honorary as well as to transact such business as presented by the Executive Board.

Its officers include a President, Executive Vice-President, one or more Vice Presidents, Treasurer and Assistant Treasurers, the National Commissioner (who is the chief morale officer and who represents BSA in national affairs); the International Commissioner (who represents BSA in international affairs) and the Chief Scout Executive who is designated as "the chief executive officer of the Corporation and shall have general direction of the administrative work of the corporation". He is required to prepare an annual report of BSA to

transmit it to Congress and to present it to the annual meeting of the National Council. The Executive Board is the governing body of BSA. Members (not to exceed 64) are elected for 1 year terms at the annual meeting of the National Council. Regional presidents are ex officio members of the Board. The chairman of the Advisory Council (to the Executive Board) and chairman of the Board of Regents of the National Eagle Scout Association, are likewise ex-officio members. Up to five registered Youth Members from around the nation may be appointed by the President with approval of the Board to a one year term. Regular meetings of the Board occur three times each year.

The Executive Committee of the Board consists of the President of the Board, the executive vice president, the vice presidents, Regional presidents, the international commissioner, the national commissioner, the treasurer, the assistant treasurers, the Chairman of the support committee of the Executive Board, Chairman of the Advisory Council, the Chief Scout Executive and the immediate past-President.

It meets at the call of the President and may exercise all the powers of the Executive Board during the intervals between Board meetings.

Various Standing Committees of the Board are provided for, to wit: Support, Nominating, Audit, Finance and Contract Review.

An Advisory Council to the Board also exists. It is large in number consisting of the National Council together with "United States citizens who, because of experience, have a particular expertise that would benefit the national movement." Those members have no specified term. They are elected by the Board. The chairman of the Advisory Council is appointed by the President of the Board and serves a term of 1 year. One annual meeting of the Advisory Council is mandatory. It advises "on matters of major national concern."

All are volunteers except for the National Commissioner, International Commissioner and Chief Scout Executive.

For ease in administration the Executive Board divides up the United States into various regions. Each region is subject to governance of the **Regional Committee** (composed of members of the National Council residing in the region plus youth members as appointed by the regional president). Each region must implement national BSA policy and program. The Regional Committee must meet once a year.

A **Regional Board** exercises the authority and responsibility of the Regional Committee whenever the Regional Committee is not in session. Its membership consists of the Regional Executive Committee, the regional vice-presidents plus not more than 50-members at large elected annually by the Regional Committee. The-Regional Board may also have up to five youth members with one year terms appointed by the regional president. The Board must meet annually to plan events and activities for the region and to train members of the various standing committees. All of its members are volunteers.

The Regional Executive Committee conducts the affairs of Scouting in the region on a day to day basis in conformity with regional committee and board policy. It consists of the regional

president and vice-president, area presidents, chairmen of the regional standing committees and the regional director. The last 'named person serves as secretary of the Regional Committee, the Regional Board, the executive committee of the Board and the Standing Committees.

The various regions are then geographically subdivided into areas governed by an **Area Committee**. Each area committee includes its executive committee (composed of the president, area vice-president(s) and various committee chairmen of standing committees), the regional council president and National Council members residing in the area. They, too, are all volunteers.

The National Council does not attempt to administer directly the more than 150,000 registered Boy Scout units (troops, packs, venturing crews, etc.). To achieve this, each year, the National Council issues a charter to an autonomous organization called a **local council**. The United States and its territories is divided into local councils. Local councils are usually not-for-profit private corporations registered within the State in which they are headquartered.

Since they are autonomous corporations they may administer any program they wish. Local councils petition the National Council and are issued a charter each year to administer the BSA program in their area. To qualify for a charter they must adhere to certain program, financial and accounting standards. Local councils are privately funded and are not financially linked to the National Council or local units. Funding comes from donations, corporate sponsors, and special events.

Each council has a headquarters city from which it administers the Scouting program within its geographical boundaries. Like the National Council, the local council is led by volunteers, with administration performed by a staff of professional Scouters. The Council President is the top volunteer; the Scout Executive is the top professional.

The local council's responsibilities include:

- Promoting the Scouting program
- Registration of units and council personnel
- Providing facilities and leadership for a year-round outdoor program, including summer camp.
- To insure that each Local Unit (i.e. a Boy Scout Troop or Cub Pack) within its territorial area carries out the general principles of advancement in Scouting
- To insure the integrity of the merit badge requirements for advancement in scouting
- To make Scout training available to the Local Units and community groups using the Scouting program
- To provide adequate leadership and leadership training for the Local Units
- To insure that standards in Scout policies, badges-and insignia are protected
- To insure that adequate financing exists for the support of the Local Units.

Local Councils report to Regional Councils on finances, scouting membership, numbers of scouts attending camps and on their review of charter renewal applications for the Troops and Packs. The Regional Council in turn reports to the National Council, BSA.

Membership of the Local Council (minimum age 21) is made up of one representative from each of the chartered local units within its jurisdiction, together with representatives at large from various business, civil, educational, labor, social and religious interests in the community. A minimum membership of 100 adults is required. Each year the members elect 25 to 50 of their number to serve as the local council executive board which is the governing body responsible for the council's operations and assets. Officers consist of a president, one or more vice-presidents and a treasurer. The executive board may also (and usually does) elect a President (volunteer) and a Council Executive (a paid employee).

A Scouting **district** is an optional geographical area within the local council, as determined by the council executive board. District leaders mobilize resources to ensure the growth and success of Scouting units within the district's territory.

Members of the district committee are volunteers. The district trains adult volunteers, provides district programs for units such as camporees, and Scouting shows, assists in the formation of new units, and helps coordinate the annual giving campaign.

The district committee also provides the unit with a unit commissioner. The unit commissioner gives direct coaching and consultation to the unit committee and other adult leaders.

The volunteers on the district committee can be a helpful resource to the unit committee. Call upon their guidance when needed.

The Scouting professional who provides district service is the **district executive**. He can be very helpful in showing the unit committee how to accomplish the unit's program goals.

The **unit** is owned and run by a sponsoring group called a **chartered organization**. The chartered organization receives a national charter yearly to use the Scouting program as a part of its youth work. The local council helps the chartered organization understand the program, however it is the chartered organization's program and is part of the chartered organizations youth work. These groups, which have goals compatible with those of the Boy Scouts of America, include religious, educational, community groups, fraternal, business, labor, and professional associations.

Each chartered organization using the Scouting program provides a meeting place, selects a Scoutmaster, approves the unit adult leadership, appoints a unit committee of at least three adults, and chooses a chartered organization representative.

A Local Unit is directly chartered to the sponsoring group by the Executive Board of the BSA based on a favorable recommendation from the Local Council. Once a Charter is granted, it is subject to revocation by the Executive Board in the exercise of its sole judgment. In most instances, charters are issued to existing organizations (church, civic, etc.). In some instances a charter may issue to a unit of interested and qualified citizens formed specifically for that purpose. In either case (existing organization or community unit) the applicant is

obliged "to provide adequate facilities, supervision and leadership for a period of at least one year and to make an effort to provide youth members with an opportunity for a quality program experience as set forth in the official literature of the BSA.

Active adult leadership is required for each pack, troop, varsity scout team and venturing crew. Using the Scout Troop as an example (the requirements are similar for each) the leadership consists of the three members of the unit committee plus a Scoutmaster and the assistant Scoutmaster(s). Collectively they are known as the unit Scouters. All must be recommended by the Local Council and then approved, commissioned and registered as adult members by BSA. Commissions of Scoutmasters and assistant scoutmasters are issued on an annual basis.

The **chartered organization representative** is the liaison with the unit's sponsor. As a member of the chartered organization, that person will know the most effective ways to get the organization's assistance and maintain a mutually satisfactory working relationship with the chartered organization.

The chartered organization representative:

- Is a member of the charter organization
- Serves as head of the "Scouting department" in the organization
- Secures a unit committee chairman and encourages training
- Maintains a close liaison with the unit committee chairman
- Helps recruit other adult leaders
- Serves as liaison between the unit and the chartered organization
- Assists with unit rechartering
- Encourages service to the organization
- Is an active and involved member of the district committee and the local council

Each local unit must be under the supervision of a **unit committee** consisting of three or more qualified adults (at least 21 years old) selected by the chartered organization. For each Pack, Troop, Varsity Scout team or Venturing Crew there must be one adult who registers and serves as the unit leader. That person must be approved by and registered with the Local Council.

The unit committee's primary responsibilities are supporting the Unit Leader (Scoutmaster, Cubmaster, etc.) in delivering a quality unit program, and helping unit administration. As the unit committee works on behalf of the chartered organization, the unit must be operated within the organization's policies.

In the chartered organization relationship, the Boy Scouts of America provides the program and support services, and the chartered organization provides the adult leadership and uses the program to accomplish its goals for youth. A review of the Chartered Organization Fast Start video and the viewer's guide will prove helpful in understanding this relationship.

# Troop Organization

## Volunteer Scouters

Thousands of volunteer leaders, both men and women, are involved in the Boy Scouting program. They serve in a variety of jobs — everything from unit leaders to chairmen of troop committees, committee members, merit badge counselors, and chartered organization representatives.

Like other phases of the program, Boy Scouting is made available to community organizations having similar interests and goals. Chartered organizations include professional organizations; governmental bodies; and religious, educational, civic, fraternal, business, labor, and citizens' groups. Each organization appoints one of its members as the chartered organization representative. The organization is responsible for leadership, the meeting place, and support for troop activities

## The Scoutmaster

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and his assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the troop.

The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is appointed by the head of the chartered organization.

The Scoutmaster's duties include:

## General

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.

## Meetings

- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

## **Guidance**

- Conduct Scoutmaster conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
- Supervise troop elections for the Order of the Arrow.

## **Activities**

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in Scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

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## **Assistant Scoutmasters**

To fulfill his obligation to the troop, the Scoutmaster, with the assistance of the troop committee, recruits assistant Scoutmasters to help operate the troop. Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity). An assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence.

## **Patrols**

The Scout troop is made up of patrols. A patrol is a grouping of six to eight boys who work together. Each patrol elects its own boy leader, called a patrol leader.

## **The Troop's Youth Leaders**

The troop is actually run by its boy leaders. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct troop meetings, and provide leadership among their peers.

## Junior Leader Positions

**Senior patrol leader** - top junior leader in the troop. He leads the patrol leaders' council and, in consultation with the Scoutmaster, appoints other junior leaders and assigns specific responsibilities as needed.

**Assistant senior patrol leader** - fills in for senior patrol leader in his absence. He is also responsible for training and giving direction to the quartermaster, scribe, troop historian, librarian, and instructors.

**Troop Historian** - collects and maintains troop memorabilia and information on former troop members.

**Librarian** - keeps troop books, pamphlets, magazines, audiovisuals, and merit badge counselor list available for use by troop members.

**Instructor** - teaches one or more advancement skills to troop members.

**Chaplain Aide** - assists in troop religious services and promotes religious emblems program.

**Junior assistant Scoutmaster** - a Scout 16 or older who supervises and supports other boy leaders as assigned.

**Patrol leader** - gives leadership to members of his patrol and represents them on the patrol leaders' council.

**Assistant patrol leader** - fills in for the patrol leader in his absence.

**Troop guide** - advisor and guide to the new Scouts.

**Den chief** - works with a Cub Scout den as a guide.

**Quartermaster** - responsible for troop supplies and equipment.

**Scribe** - the troop secretary.

## The Patrol Leaders' Council

The patrol leaders' council, **not the adult leaders**, is responsible for planning and conducting the troop's activities. The patrol leaders' council is composed of the following voting members: senior patrol leader, assistant senior patrol leader, patrol leaders, troop guide.

The troop's activities are selected and planned at the annual program planning conference. The troop's yearly plan is then submitted to the troop committee for approval. The troop committee either approves the plan or makes alternative suggestions for the patrol leaders'

council to consider. At its monthly meetings, the patrol leaders' council organizes and assigns activity responsibilities for the weekly troop meetings. The troop committee interacts with the patrol leaders' council through the Scoutmaster.

## **Aims and Methods of the Scouting Program**

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness. The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

**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 where members can easily relate to each other. These small groups determine troop activities through elected representatives.

**Outdoor Programs.** Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts 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.

**Associations With Adults.** Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. 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 as successful in developing a basis for

personal growth as the daily Good Turn. The religious emblems 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.

### **Conservation**

Conservation activities supplement the program of Boy Scout advancement, summer camp, and outdoor activities and teach young people to better understand their interdependence with the environment.

### **Scout Law**

#### **TRUSTWORTHY**

A Scout tells the truth. He keeps his promises. Honesty is part of his code of conduct. People can depend on him.

#### **LOYAL**

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

#### **HELPFUL**

A Scout is concerned about other people. He does things willingly for others without pay or reward.

#### **FRIENDLY**

A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs other than his own.

#### **COURTEOUS**

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

#### **KIND**

A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not hurt or kill harmless things without reason.

**OBEDIENT**

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

**CHEERFUL**

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

**THRIFTY**

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

**BRAVE**

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

**CLEAN**

A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

**REVERENT**

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

**Scout Oath (or Promise)**

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.

**Scout Motto**

Be Prepared

**Scout Slogan**

Do a Good Turn Daily

**BSA Online Learning Center  
E-Learning Course Management System**

This site provides access to online courses that may be taken for credit by our members

# Permission Slips

Permission slips must be turned in prior to each outing lasting one day or longer. These slips must be signed by a parent or guardian and will be collected before leaving. These slips authorize the adult leader in charge to seek medical assistance should a Scout incur an accident or become ill. Depending on the seriousness of the problem, parents may be notified. **The permission slip policy is strictly enforced. For the protection of the scout and the adult leaders participating in a particular outing, scouts will not be permitted to attend an outing without a completed and signed permission slip.** If for some reason you misplace the permission slip, it may be handwritten, provided it is signed and dated and is worded as follows:

Parental Authorization – I \_\_\_\_\_ give permission for my son(s) \_\_\_\_\_ to accompany Boy Scout Troop 9 on the \_\_\_\_\_ outing. If there is an emergency that requires medical attention, I authorize Boy Scout Troop 9 leaders to take appropriate action. I hold harmless the Boy Scouts of America, Christ United Methodist Church, Shreveport La, Norwela Council, Caddo District, Troop 9, the adult leaders and scouts of Troop 9.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

I may be reached at: \_\_\_\_\_

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Any permission slip that is signed by anyone other than the parent or guardian will not be accepted. There is a place on the permission slip for the parent to indicate if they will be available for transportation to or from the event and whether or not they will participate in the outing. As stated earlier, any boy not furnishing this slip will have to remain behind, and any consequences resulting from this action will be the responsibility of the boy and/or parents. Permission slip forms for each outing and activity will be available on the troop web site. A copy of the form is also available at the end of this handbook.