

Boy Scouts of America Troop 1983 Oakton, Virginia



Policies and Procedures

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Troop 1983 Vision Statement

Establish a strong boy-run troop based upon the patrol method which encompasses varied activities in a year round program that fosters fun and advancement by all members.

Introduction

Troop 1983 is a chartered member of the Boy Scouts of America, National Capital Area Council (NCAC), and Powhatan District. It is chartered by Vale United Methodist Church. Membership in the troop is open to all persons meeting the membership rules established by the Boy Scouts of America without regard to race, creed, religion, national origin, or physical handicap.

Every scout needs to know what is expected of him. The success of having an adventurous and safe outdoor program rests in the ability of the Boy Scout take responsibility for his own behavior. Boy Scout accident, medical and liability insurance depend upon planned activities conducted with regard for safety and protection of property.

The emphasis of the Boy Scout program is to promote and encourage boy leadership. In support of this program Troop 1983 adult leaders are present as advisors, insuring safety and keeping the program oriented toward scouting ideals. All meetings, activities, and outings shall be run by boy leaders, not by the adults.

But, boys are "boys", and there may be many times when you will question, "Why aren't they more organized?" "Why are the meetings sometimes noisy or unproductive?" and "Why don't the adults step in and get them quickly back on track?"

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

The policies and procedures outlined in this document establish how Troop 1983 runs it's program and are not intended to supersede BSA policies and procedures.

BSA policy is written in various official publications and is the final authority for resolving questions of policy. The troop committee is the final authority for implementing BSA policy in Troop 1983. Proposed changes to Troop 1983 policy should be submitted to the troop committee chairman or a committee member for review at a committee meeting.

Exceptions to these Troop Policies and Procedures can be made in coordination between the Troop Committee Chair and Scoutmaster.

Once again, we welcome you to Troop 1983. Keep in mind, Scouting is a family activity and we encourage parents to be involved in their scout's development.



Chapter 1

Parent Participation

1. **General:** The adults who provide supervision, support, and time to make Troop 1983 a success are volunteers. As with any volunteer organization help is always appreciated. How a parent can help their son's troop depends on you and your individual situation. Parents can help by giving a few hours to provide transportation, coordinate an activity, be a merit badge counselor, serve on the troop committee, or serve in a troop leadership position. Whatever the volunteer role, the troop needs your help in order to keep operating as a quality unit.
2. **Campout/Day Outing Participation:** Parents participate by driving, assisting the adult leaders, providing supervision for health and safety, and having a good time. For campouts, parents must sleep in tents separate from the scouts. Normally you will eat meals with the patrols, cooked by the scouts. Parents are free to enjoy the time in camp, may try some of the activities, and may practice scout skills. Depending on the type of activity, parents could be asked to help with skill stations or judge patrol activities. Keep in mind that the boys are learning to be self-sufficient, as such, adults should not cook, clean-up, or set up camp for the scouts.
3. **Service Projects:** Parents participate by driving, assisting adult and youth leaders, providing supervision and pitching in.
4. **Big Events:** Parents participate by helping with planning, coordinating the logistics and transportation, keeping records, collecting fees, paperwork, etc. Big Events have specific tasks that can be shared. An experienced adult normally has the prime responsibility with others assisting.
5. **Training Opportunities:** The council and district provides numerous adult leader training opportunities at various times during the year – some of which are on-line. We have found that these training opportunities help the parents better understand what the scouting program is about (and possibly ease you into a leadership role or as a merit badge counselor). Visit the troop website for more information and links to on-line training opportunities.
6. **Personal growth agreement:** Parental interest in their son's goals in scouting is vital in helping him to realize his personal responsibilities. The scoutmaster will discuss personal goals with each scout and their strengths and interests during scoutmaster conferences and recommend ways he can use these in his scouting activities. It will be up to each boy to decide the goals he sets for himself as a result of these conferences. The scoutmaster and assistant scoutmasters will encourage and counsel the scouts along the way.
7. **Funding:** The troop does not have a fund raising activity. In most cases, the family pays the cost of the annual registration fee and Big Event costs (includes summer camp/high adventure activities). Scouts are expected to pay their monthly dues.

Chapter 2

New Scouts

1. **General:** Troop 1983 is a large size troop with a dynamic membership. The troop normally enrolls 10-12 new scouts per year. While a majority of the new members advance from the Webelos program, the troop does welcome boys who have never been in scouting or who may be transferring from other troops.
2. The scoutmaster, senior patrol leader, and troop guide(s) from the troop will attend Webelos bridging ceremonies of dens giving notice of boys intending to join the troop. Prior to the bridging ceremony, and as part of the Arrow of Light award, each family must visit the troop and complete the transfer application. Each Webelos upon bridging will be presented a troop neckerchief w/slide, a scout handbook, red shoulder loops, and 1983 number.
3. Bridging Webelos and boys new to the scouting program who are currently in the 5th grade will form a "*New Scout*" patrol. The scoutmaster will designate an assistant scoutmaster and the senior patrol leader will select a senior scout as their Troop Guide. Both will work directly with the patrol(s) to assist them during their first year. Each February/March the New Scout patrol(s) may be disbanded and the members distributed into the Regular patrols.
4. If the new scout is older or has previous scouting experience, he may be placed in a patrol with others of his age or skill level.
5. **Information packet:** The information packet is designed to give a new scout and his parents details about Scouting and Troop 1983. The packet should include the following:
 - Troop 1983 Parent Guide
 - Troop Policies and Procedures
 - BSA Application (both boy and adult)
 - BSA Class 1 and 2 Personal Health and Medical Record form
 - Troop Resource Survey
 - Merit Badge Counselor information
 - Troop Program Calendar
 - Troop Organization and Patrol Assignments
 - Summer camp information
 - Most current Big Event Flyer
 - Uniform Insignia guide
6. **Troop information/permission requirements:** Prior to any scout participating in his first Troop 1983 event, the following must be on file with the troop:
 - Completed BSA application along with *prorated share of the* annual fee to pay for registration, insurance, and Boys' Life subscription (optional)
 - Completed Class 1 Personal Health and Medical History section of BSA Class 1 and 2 form

Chapter 3

General Troop Policies

1. **Uniform Policy:** Wearing the scout uniform is the best way to show “Scout Spirit”. The uniform is an onward sign that a scout believes in and stands for the values expressed in the Scout Oath and Scout Law. It demonstrates that he takes pride in the way he looks and in displaying the badges and awards that testify to his achievements. The uniform provides the scout with a feeling of belonging, not only to his patrol and troop, but to the worldwide brotherhood of Scouting. It presents a wholesome image to the community and reminds the scout that he is a scout and that people will expect him to act like one at all times. Troop 1983 has the following uniform policy:

a. **Field Uniform (full):** The field uniform (full) is worn for scoutmaster conferences, boards of review, courts of honor, and other times as approved by the PLC. All scouts must own a Field Uniform (full) within one year of membership in the troop.

- BSA shirt (long or short sleeve) w/red shoulder loops
- BSA long or short pants (we recommend buying the new switchback pants)
- BSA belt w/buckle (not required if wearing switchback pants)
- Troop 1983 neckerchief (troop provided) w/any neckerchief slide
- National Capital Area Council shoulder patch w/1983 unit number patch
- World Scouting emblem
- Scout’s current rank and any current leadership position badge (both troop provided)
- Merit badge sash when the scout has earned 6 or more merit badges
- Any type scout hat (optional)
- Any closed-toe shoe or boot (open-toe shoes or sandals are not worn at any scouting activity as a safety precaution)

b. **Field Uniform (modified):** The field uniform (modified) should be worn to troop meetings and any scout activity not requiring the full uniform. Shirt will be buttoned and tucked in. An exception to wearing a scout uniform to troop meetings is made for sport activities which may overlap with the meeting start time.

- BSA shirt (long or short sleeve) w/red shoulder loops and patches/badges as described above
- Dark colored shorts or long pants (nylon sports shorts are not acceptable)
- Any type scout hat (optional)
- Any closed-toe shoe or boot (open-toe shoes or sandals are not worn at any scouting activity as a safety precaution)

c. **Activity Uniform:** This is the preferred uniform for service projects and while on campouts, hikes, and similar occasions.

- BSA T-shirt (any scout t-shirt is acceptable)
- BSA short or long pants (optional)
- Short or long pants (nylon sports shorts are not acceptable)
- Any type scout hat (another hat is allowed if scout hat not worn)
- Any closed-toe shoe or boot (open-toe shoes or sandals are not worn at any scouting activity as a safety precaution)

- d. Uniforms items are available for sale through NCAC's Scout Stores located at 9190 Wisconsin Ave, Bethesda, MD or 5234 Port Royal Rd, (Ravenworth Shopping Center) Springfield, VA. Visit the council website at http://www.boyscouts-ncac.org/pages/1303_scout_shops_stores_.cfm for store hours and maps. Uniforms can also be purchased online from the BSA website at <http://www.scoutstuff.org/bsasupply/>.
- e. If for any reason a family is unable to afford a field uniform, the troop can help arrange for one upon request to the scoutmaster. Previously used uniforms may also be available upon request. Personal details will remain confidential.
- f. Uniform inspections may be conducted quarterly as scheduled by the PLC.
- g. Scouts and adult troop leaders will wear the field uniform when traveling to and from any troop/patrol activities.

2. **Dues Policy:** Troop dues are \$1 a month to be paid at regular troop meetings. Scouts who are more than two months delinquent in their dues will not be permitted to participate in camping trips or events. A scout must be current in his dues to have a Board of Review.

3. **Troop Elections/Appointments:** Elections are held semi-annually in March and September. Newly elected leaders are sworn in following the elections. Newly elected leaders assume their duties at the PLC meeting of the month they are elected.

- a. The senior patrol leader is elected in a general election of the entire troop. The current SPL will preside over the election, accepting nominations and supervising the collection of ballots. Voting will be conducted by secret ballot. Election for SPL will be conducted prior to patrol elections for patrol leaders. The current senior patrol leader and scoutmaster will count and verify the vote. The candidate receiving a simple majority of the members present will be declared winner. If more than two boys are running and no one receives fifty percent of the votes, a re-vote will be taken between the two candidates getting the most votes until one candidate receives a majority of the votes.
- b. The patrol leaders are elected by their patrol members in a similar fashion as the senior patrol leader.
- c. The senior patrol leader will appoint scouts for troop staff leadership positions with the approval of the scoutmaster. All appointed leadership positions are for 4 or 6 months depending on the rank of the scout serving in that position to give troop members maximum opportunity to serve, though scouts may serve consecutive terms.

4. **Removal from an Elected/Appointed Position:** The seriousness of removing a scout from elected or appointed office is not to be taken lightly. A request can be made to the scoutmaster to remove a boy from an elected position. This request must be signed by two-thirds of the membership of the patrol in the case of a patrol leader or by two-thirds of the active membership in the case of the senior patrol leader. Scouts may be removed from an appointed position by the PLC and with approval of the scoutmaster.

- a. To initiate removal, the written request/petition must be presented to the scoutmaster and include:
 - Specifically why it is thought the boy leader in question is not fit for office
 - Background circumstances regarding the problem
 - Signature of two-thirds of the membership of either the patrol or troop

- b. Final judgment will be determined by the scoutmaster upon consultation with the ASMs.
- c. The troop committee and parents of the boy will be advised of all actions and circumstances behind these actions.

5. Drugs, Alcohol and Tobacco Policy:

- a. Any scout using, possessing and/or distributing a controlled substance (drugs and alcohol) will be immediately suspended. Parents of the scout will be advised of all actions taken. The scout may later be allowed to return once his problem has been resolved to the satisfaction of the troop Reinstatement Review Board (see Chapter 9).
- b. No scout will be allowed to use a controlled substance of any type at any scouting function. This includes boys who have parental permission to use tobacco.
- c. BSA recommends that leaders not use tobacco products in any form nor allow their use at any BSA activity.
- d. Parents of scouts required to take prescription medication over the period of a troop event will discuss the requirement with the scoutmaster. Serious medical requirements may require a parent to attend an event and administer medication.

6. Troop Do's and Don'ts:

- a. Do visit the Troop Website regularly at <http://www.valechurch.org/bsatroop1983>, to get the latest information on troop activities.
- b. Don't have items deemed inappropriate or dangerous; the scoutmaster and assistant scoutmasters have the authority to confiscate it.
- c. Don't possess or use fireworks of any kind on any troop activity.
- d. Don't bring fire arms of any type to troop meetings. They are permitted at an activity if part of the troop program, have prior approval of the scoutmaster and the troop committee, and is IAW BSA policy.
- e. Don't possess any fixed blade knives (i.e.: sheath knife). Scouts carrying pocket knives will have earned their Totin' Chit as prescribed by BSA training requirements.
- f. Do take responsibility for any damage caused by your actions or negligence and make restitution.
- g. Don't drop off your scout at a meeting if no adult leader is present. Scouts are not permitted to loiter outside during meetings. The troop is not responsible for the scout if he does not report to the meeting
- h. No drivers under age 21 will carry any passengers other than siblings and only then, with the consent of parent or guardian.
- i. Do follow the rules set by the driver/owner, e.g., eating, drinking, seating arrangements and noise levels. Remember, passengers in vehicles to and from events are a guest of the driver/owner of the vehicle. Seat belts shall be worn at all times.
- j. Don't fight; fighting is grounds for immediate disciplinary action.
- k. Don't bring sexually explicit materials to scout activities. If found, such materials will be confiscated, and provided to the parents of any scouts involved.

- l. Don't use foul language, swearing, cursing, blasphemy, and abusive/suggestive gestures as they are not in keeping with the ideals of scouting.
- m. Don't bring cell phones to troop meetings and activities. The church phone or a leader's cell phone is available if a scout needs to phone home.
- n. Don't bring MP3 players, personal radios, televisions, compact disc or cassette players and/or electronic video games on weekend camping trips. For long trips, arrangements can be made for the use of the above equipment during travel to and from the activity.

7. **Annual calendar of events:** The troop program year runs from September to August. Troop meetings and monthly events are planned during an annual Troop Program Planning meeting normally held in June or July. The Patrol Leader Council, with assistance from the scoutmaster and assistant scoutmasters, are responsible for developing the calendar with input from their patrol members. A two-year planning calendar for long lead events is maintained by the troop committee.

- a. **Meetings:** Troop meetings are held weekly at 7:30 p.m. to 9 p.m. on Mondays during the school year and once a month during July and August at Vale United Methodist Church unless otherwise denoted on the annual calendar. The Patrol Leaders' Council normally meets the last Monday of the month, which is in lieu of a troop meeting.
- b. **Courts of Honor:** The troop conducts Courts of Honor four times a year (September, December, March, and June). Courts of Honor are family affairs and all parents are encouraged to attend to honor our scouts for their achievements. They also provide parents the opportunity to interact with the other families, your troop leaders, and learn about the general health of the troop. Eagle Courts of Honor are conducted separately and are generally planned by the family of the Eagle Scout with assistance from the troop.
- c. **Summer camp:** To give scouts the opportunity to achieve BSA goals for long-term camping; the troop attends at least one week of camp at an approved BSA facility during the summer. Generally the troop will attend our council camp at Goshen Scout Reservation with the intent of rotating to an out-of-council camp every two years.
- d. **Short-term camping:** The troop conducts at least one camping trip or Big Event each month. When possible these events will take advantage of events planned by the district or council. Short-term camps promote advancement opportunities, fun, fitness and comradeship.
- e. **Big Events:** A troop level activity occurs each month which is referred to as a Big Event. These activities can be campouts, Camporees, service projects, ski trips, etc. An adult coordinator is normally assigned depending on the activity to coordinate the planning and logistics.
- f. **Service Projects:** The troop conducts annually a community service project and a service project to support our chartering organization. These two types of service projects are in addition to those planned and conducted by our Eagle candidates.
- g. **High Adventure Trips:** The troop conducts annually a high adventure trip for those scouts 14 years and older. The scout/family is responsible for the cost of these trips. In most cases these will be located at BSA facilities.

Chapter 4

Youth Protection in Scouting

The Boy Scouts of America has adopted a number of policies aimed at eliminating opportunities for abuse within the Scouting program. These policies focus on leadership selection and on placing barriers to abuse within the program.

1. **Leadership:** The Boy Scouts of America takes great pride in the quality of our adult leadership. Background checks are conducted on all adults in leadership roles. All adult leaders must complete the on-line BSA Youth Protection Training module located at <http://olc.scouting.org/>.

2. **Barriers to Abuse within Scouting:** The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

- Two-deep leadership. Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings.
- No one-on-one contact. One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference and merit badge work, the meeting is to be conducted in view of other adults and youths.
- Respect of privacy. Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- Separate accommodations. When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian.
- No secret organizations. The BSA does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.
- Appropriate attire. Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.
- Constructive discipline. Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- Hazing prohibited. Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.
- Junior leader training and supervision. Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.

3. How can parents help protect their children? Parents need to be involved in their sons' Scouting activities. All parents receive important information concerning the Scouting program as part of their sons' membership application. This information is provided so that parents can detect any deviations from the BSA's approved program. If any deviations are noted, parents should call these to the attention of Vale Church (our chartered organization) or the unit committee. If the problems persist, parents should contact the local council for assistance.

Parents also need to review the booklet, How to Protect Your Children from Child Abuse: A Parent's Guide, inserted in every Boy Scout handbook. The information in this booklet should be the subject of discussions between scouts and their parents prior to joining a troop.

4. Leadership Requirements for Trips and Outings:

- Two registered adult leaders, or one registered adult and a parent of a participating scout, one of whom must be at least 21 years of age or older, are required for all trips or outings. There are a few instances, such as patrol activities, when no adult leadership is required.
- Safety rule of four: No fewer than four individuals (always with the minimum of two adults) go on any backcountry expedition or campout. If an accident occurs, one person stays with the injured, and two go for help.
- Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
- Single-room or dormitory-type accommodations for scouting units: Adults and youth of the same gender may occupy dormitory or single-room accommodations, provided there is a minimum of two adults and four youth. Both adults are required to be youth-protection trained. Adults must establish separation barriers or privacy zones such as temporary blanket or sheet walls in order to keep their sleeping area and dressing area separated from the youth.
- When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian.
- If separate shower and latrine facilities are not available, separate times for male and female use should be scheduled and posted for showers. The buddy system should be used for latrines by having one person wait outside the entrance, or provide Occupied and Unoccupied signs and/or inside door latches.
- Adult leaders need to respect the privacy of youth members in situations where the youth are changing clothes or taking showers, and intrude only to the extent that health and safety require. Adults also need to protect their own privacy in similar situations.

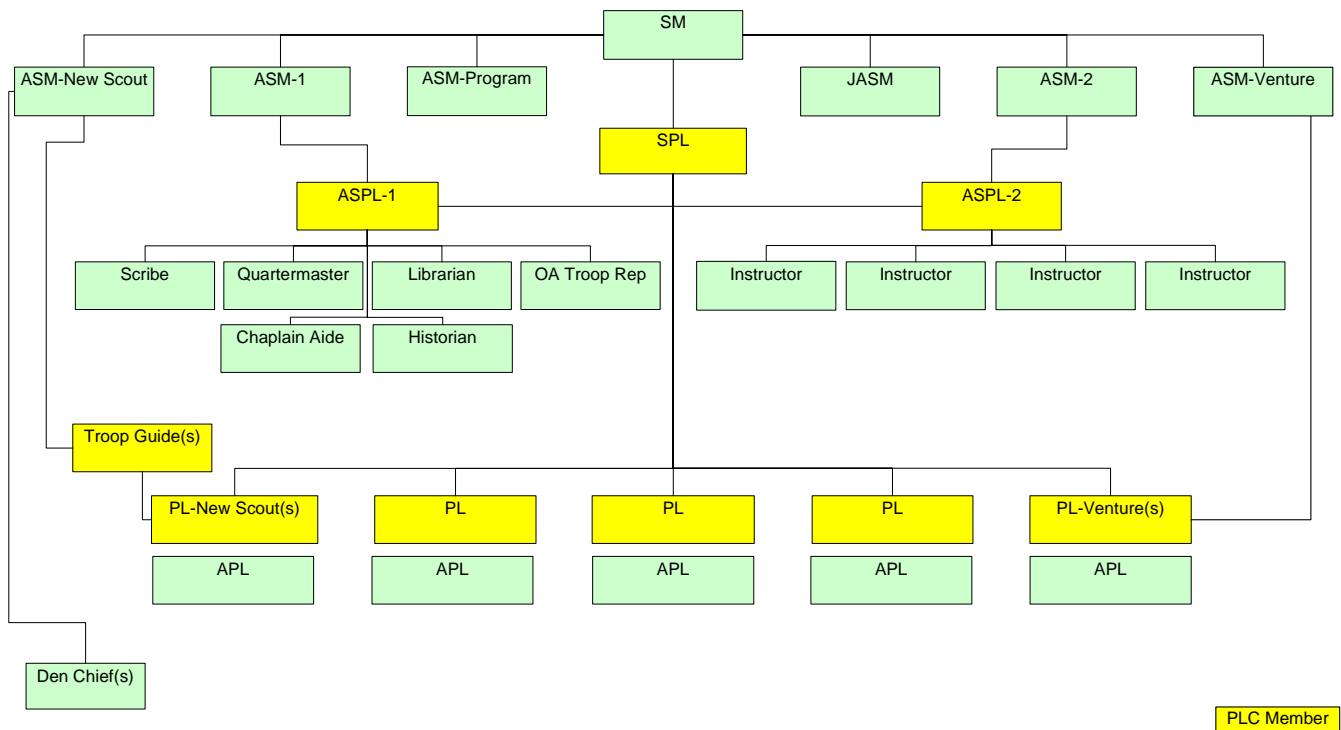
5. Youth Protection Training: The troop will conduct youth protection training on an annual basis. This training will consist of age appropriate sessions. Parents will be notified in advance of the date of the training.

Chapter 5

Troop Organizational Structure

1. **General:** Troop 1983 is organized in accordance with BSA guidelines. This chapter provides duty descriptions and the troop’s organizational structure and guidelines.
2. **Chartering Organization:** Vale United Methodist Church is the chartering organization (CO) for BSA Troop 1983. The charter allows the Church to host a BSA troop for its community and youth objectives. In turn the Church agrees to support the troop by providing a safe meeting place with adequate facilities. The primary function of the CO is to select and approve all adult leaders. The chartering organization is responsible for background checks of all adult applicants and will have the final approval for adults filling positions with the troop.
3. **Troop Organization:**

TROOP 1983 ORGANIZATIONAL CHART



4. Duty Descriptions:

- a. **Chartering organization representative (COR):** A member of Vale Church who serves on the troop committee and acts as a liaison between the troop and the CO.
- b. **Troop committee:** The Committee is a group of adults, generally parents of the scouts, who support the troop by insuring the troop has qualified adult leadership, providing various support functions, delivering a quality troop program, handling troop administration and by insuring that the troop is functioning according to official policy.

Committee meetings are held monthly during the school year month, as indicated on the annual calendar.

- c. **Troop Committee Chair (CC):** The committee chair serves as the "chairman of the board," the board being the troop committee.
- d. **Scoutmaster (SM):** The scoutmaster is responsible for overseeing the operations of the troop. The scoutmaster serves as the "chief executive officer." His main responsibility is the scouts of the troop and all assistant scoutmasters assigned. The scoutmaster attends troop committee meetings and reports the status of the troop and the annual program of events.
- e. **Assistant scoutmaster (ASM):** Responsible for a particular function in the operation of the troop.
 - ASM-New Scouts: works with the Troop Guide(s) to insure the New Scout patrol(s) is assimilating and advancing to 1st Class. Is the troop liaison to local Cub Scout packs. Recommends and works with our Den Chiefs to ensure they are trained and doing a good job.
 - ASM-Venture: is the advisor to our Venture patrol(s). Works with the Venture patrol leader(s) and JASM(s) to develop a parallel "high adventure" program to the troop's program. Monitors the planning of the troop's BSA High Adventure trips.
 - ASM-Program: works with the troop committee and parents to coordinate troop Big Events. In particular, recruiting adult coordinators and/or coordinating the logistics of an event (eg: reservations, transportation, special instructors and/or equipment).
 - ASM-1: works with an ASPL in overseeing the troop staff to ensure they can successfully complete their responsibilities.
 - ASM-2: works with an ASPL in overseeing the troop's instructor corps to ensure they are supporting the patrol leaders and that their training sessions are of a high quality.
- f. **Junior Assistant Scoutmaster (JASM):** Scouts normally of Eagle rank and 16 years old who have performed leadership at all levels of elected positions within the troop may be assigned the role of JASM by the SM. A JSAM should be assigned functions that will continue their leadership development and provide significant benefit to the operation of the troop as needed by the scoutmaster.
- g. **Senior Patrol Leader (SPL):** The senior patrol leader is the boy leader of the troop and is elected by his fellow scouts. The term of office is 6 months. He sets the agenda and presides at all Patrol Leaders' Council (PLC) meetings and the annual program planning meeting. The SPL runs the troop meetings and activities/events. He appoints, with the approval of the SM, other boy leaders to troop leadership positions. The SPL must be at least a Star scout, 14 years of age, have served as a patrol leader, and must agree to attend Troop Leadership Training (TLT) for his position.
- h. **Assistant Senior Patrol Leader (ASPL):** The assistant senior patrol leader, appointed by the SPL, assists the SPL in conducting meetings/activities/events and acts as the senior patrol leader in the SPL's absence. Term of office is 6 months. The troop will normally have two ASPLs – one to supervise the troop staff and another to supervise the troop's instructor corps. The ASPL must be at least a Star scout, 13 years of age, and must have attended (or agree to attend) TLT.

- i. **Patrol Leaders (PL):** Patrol leaders are elected from within their respective patrol. The term of office is 6 months. They preside at patrol meetings, as well as control their patrol during troop functions. They are responsible for taking attendance and dues and providing for the rank advancement of their patrol members. They represent their patrol at PLC meetings and report to the SPL for all matters concerning their patrol. The PL must be at least a 1st Class Scout (except the New Scout Patrol), and must have attended (or agree to attend) TLT for their position.
 - j. **Assistant Patrol Leaders (APL):** The assistant patrol leader is appointed by the patrol leader of each patrol. He assists the PL in conducting meetings/activities and attends the PLC in the patrol leader's absence. APL is not a leadership position for advancement.
 - k. **Troop Guide (TG):** An older, experienced scout appointed by the SPL with approval of the SM. He will help the New Scout patrol progress through the ranks of scouting with the assistance of the ASM-New Scouts. A TG must be at least a Life scout, 14 years of age, have served as a patrol leader, and must have attended (or agree to attend) TLT.
 - l. **Troop Staff:** The SPL appoints scouts to additional leadership positions, such as Librarian, Chaplain's Aide, Historian, Quartermaster, Scribe, Instructors, and OA Representative. Term of office is based upon the rank position the scout is working toward. Scouts will remain an active member in their respective patrol while serving in one of these positions. A scout must be at least 1st Class to hold a troop leadership position and must have attended (or agree to attend) TLT.
 - m. **Den Chiefs:** The SPL appoints Den Chiefs with the recommendation of the ASM-New Scouts and approval of the SM. Den Chiefs are assigned to a Cub Scout den to assist the Den Leader run the den. A scout must have been a boy scout for at least a year and should be a 1st Class scout. He must agree to attend District-level Den Chief training at the earliest possible opportunity.
5. **Patrols:** The "patrol method" gives scouts an experience in group living and citizenship. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. The patrol method builds patrols into strong active units. This is best accomplished through long-term association with shared, common experiences from camping or special events. Troop 1983's intent is to maintain a patrol's integrity through as much of a scout's career as possible. Given the dynamics of the people of our community that is not always possible. If it becomes necessary to change patrol members then the Patrol Leader's Council and scoutmaster will determine these changes.
- a. The troop has three types of patrols: New Scout, Regular, and Venture.
 - 1) New Scout patrols consist of boys that join the troop together when they bridge over from Cub Scouts or are new to scouting and in the sixth grade. They elect their own patrol leader but will also have a senior scout assigned as a Troop Guide. After 11 months the patrol will disband and its members distributed into the Regular patrols.
 - 2) Regular patrols consist normally of scouts between the ages of 11 and 14. At 14 years old or later and Star rank, scouts can, if they wish, move into a Venture patrol or stay in their Regular patrol. Scouts that opt to not move to Ventures can still participate in Venture program activities.

- 3) Venture patrols consist of Star and above scouts 14-18 years old. These patrols will have their own high adventure program activities. In addition to their program, the venture scouts can also participate in troop activities.
- 4) Eight scouts will normally be in a patrol. There will be no more than 10 scouts per patrol.

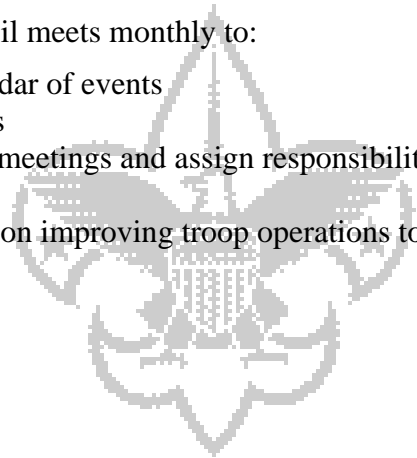
6. **Patrol Leaders' Council (PLC):** The council is responsible for planning and conducting the troop's activities. The PLC meets the last Monday of the month in order to do the detailed planning of the next month's meetings and activities. Additionally, the PLC will meet a few minutes before and after each troop meeting to review their plan. Decisions of the PLC are final, but in all cases are subject to approval by the scoutmaster.

a. The PLC comprises the following voting and non-voting members:

- Senior Patrol Leader -- leads the Patrol Leaders' Council
- Assistant Senior Patrol Leader(s)
- Patrol Leaders
- Troop Guide(s) for New Scout patrol(s)
- Troop Scribe (non-voting member)

b. The Patrol Leaders' Council meets monthly to:

- Review the annual calendar of events
- Plan monthly Big Events
- Plan and organize troop meetings and assign responsibility
- Discuss problems
- Make recommendations on improving troop operations to the scoutmaster.



Chapter 6

Adult Leader Policy

1. **General:** The primary goal of the adult leadership is to provide an environment for the boys to achieve the Aims of Scouting: Character Development, Citizenship Training, and Mental & Physical Fitness. In keeping with this goal the adult leaders will act primarily as advisors giving maximum opportunity for the scouts to show responsibility.
2. **Adult leader positions:** Positions will be filled as supported by the number of adult volunteers. If the number of adult volunteers isn't sufficient to fill all requirements the committee chairman and/or the scoutmaster may combine committee or troop positions after gaining approval of the committee.
 - a. The following positions reside at the committee level:

Committee Chairman	Quartermaster
Secretary	Transportation Chair
Treasurer	Eagle Advisor
Advancement Chair	Chartering Organization Representative
 - b. The following positions reside at the troop level:

Scoutmaster	Assistant Scoutmaster(s)
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3. **Adult leader training:** Any adult involved directly with the troop must take the on-line Youth Protection Training and Boy Scout Leader Fast Start (<http://olc.scouting.org/>). They are also encouraged to take advantage of further leadership training courses offered on-line and by the National Capital Area Council.
4. **Adult leaders' meetings:** Adult leaders are encouraged to become involved with all aspects of the Scouting program. The following is a list of some of the suggested meetings that adult leaders can attend:
 - Troop committee meetings
 - Patrol Leader Councils
 - Troop meetings
 - District Roundtables
 - Council and District training sessions
5. **Adult leader fees:** The troop will pay the following adult registration fees: Committee Chairman, Advancement Chair, and Scoutmaster.
6. **Adult leader conduct:** Adult leaders shall exhibit the ideals of Scouting when working with boys. They must set the example in their interaction with the boys. Standards of conduct in personal habits, language, hygiene and leadership of the scouts will be in accordance with the Scout Oath and Law. The scoutmaster is responsible for the conduct of adult leaders.

Chapter 7

Advancement

1. **Advancement program defined:** Advancement is the process by which scouts progress from rank to rank, a means to an end, not an end in itself. It is designed to help the boy have an exciting and meaningful experience.
 - a. A fundamental principle of advancement is that the boy's progress is a natural outcome of his activities in his patrol and troop. The rank requirements shall furnish the basis of the activities of the unit.
 - b. All advancement procedures shall be administered under conditions that harmonize with the aims and purpose of the BSA; to strengthen character, body, mind and the concept of being a participating citizen.
 - c. The responsibility of the troop committee is to ensure the troop's program is conducted in such a way that the scouts have an opportunity to advance on the basis of learning, testing, reviewing and recognition.
 - d. The responsibility for merit badge qualifications shall rest with the counselor. Merit badge counselors shall be registered adult members of BSA. The Powhatan District provides the troop with rosters of approved troop-level and district-wide counselors. There is no board of review procedure for merit badges, but public recognition will be given at a court of honor.
2. **Advancement policy:** Advancement is dependent upon the scout. Each scout is expected to pursue the various rank advancement requirements at his own pace. We encourage him to involve his family, other scouts, the scoutmaster, and any other sources to help him. It is the goal of the troop that every scout advances in rank at least annually. Each scout will participate in a board of review at least once a year whether or not a rank advancement is sought.
 - a. The troop's annual program plan will emphasize scouting skills and leadership training; both at troop meetings and at activities as a means to assist the scout in his advancement goals.
 - b. As a matter of routine, merit badges will not be taught as part of the troop's regularly scheduled meetings and activities. If taught on a troop meeting night, the merit badge session can occur prior to the meeting or during the time set aside for the troop-wide game/competition. Some meetings/activities may focus on a particular merit badge as a means of introducing scouts to the subject, but completion of the badge is an individual effort by the scout.
 - c. Tenderfoot, Second Class and First Class advancement concentrates on scouting skills rather than merit badges. These skills shall be taught by qualified scouts and adult leaders. Once a skill is taught/learned, only scouts on the SPL recommended and SM approved "sign-off roster" can initial a scout's handbook.
 - d. Star, Life and Eagle advancement emphasizes leadership, service to others, and merit badge work after a scout has a solid foundation of basic scouting skills. The extra effort and experience gained by pursuing merit badges through approved counselors is

important in maintaining the quality and maturity of the upper ranks. Only adult leaders are authorized to “sign-off” advancement in a scout’s handbook.

- e. Eagle advancement is the final stage in the advancement trail and the most challenging. While it is the scout that is responsible for meeting the requirements, there are numerous resources available to assist him. The troop committee’s Eagle Advisor will meet with each Life scout and provide him with information on how to begin. The scout and a parent should also attend the *Life to Eagle Seminar* that is offered twice a year by the National Capital Area Council. Additionally, the National Eagle Scout Association website (<http://www.nesa.org/>) offers extensive information.
- f. Boards of Review are conducted monthly either prior or parallel with the monthly Patrol Leaders’ Council, which is normally the last Monday of each month. Scout participation in a Board requires the scout to coordinate with the SM and Advancement Chair.
- g. Following Boards of Review, the badge of rank will be presented with appropriate ceremony to the scout at the next troop meeting. The rank presentation card and parent’s pin will be presented during the next Court of Honor.

3. **Merit Badges:** Earning merit badges give scouts self-confidence by teaching them to overcome obstacles to achieve a goal. The scout also learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation.

- a. To earn merit badges the following sequential procedures shall be followed:
 - Obtain a merit badge application ("blue card") from the Troop Librarian and fill-in the personal information. The card must then be signed by the scoutmaster or assistant scoutmaster showing his approval.
 - Contact the merit badge counselor and arrange meetings. The scout must contact and coordinate the meetings to include informing the counselor if he will be late or absent. In compliance with BSA Youth Protection, all meetings must include 3 individuals. This could be the counselor and two scouts or the counselor, the scout, and another adult in the immediate vicinity.
 - Complete the merit badge requirements under the guidance of the counselor
 - Ensure the counselor signs the card verifying completion of all requirements; the counselor will retain their portion of the blue card.
 - Return the card to the scoutmaster or assistant scoutmaster and obtain his signature to indicate completion of the merit badge requirements. The scout will get back his portion of the blue card for his records.
 - The scoutmaster or assistant scoutmaster will give the troop’s portion of the completed blue card to the advancement chair, who is then responsible for notifying the council and procuring the merit badge for award.
- b. **Group instructions:** While merit badges may be earned in group instruction this method is discouraged for most merit badges as it bypasses one of the key purposes of the merit badge plan; working closely with a qualified adult. Group instruction is most practical when special facilities, expert personnel and/or limited counselors make individual instruction difficult. Groups should be limited to 4-5 scouts and as much individual

attention as possible should be afforded each candidate's project and his ability to fulfill all requirements.

- c. **Merit badge counselors:** The troop advancement chair, the scoutmaster, and troop librarian will maintain a list of approved merit badge counselors. Merit badge counselors, even parents only serving Troop 1983, must be approved by the council and district advancement committee and become registered Scouters. Counselors must register each year. In all cases the advancement chair must have a completed Merit Badge Counselor Application and the Information form on record for each applicable person. Adults interested in becoming merit badge counselors should contact the troop advancement chair.
- d. **Summer Camp Partial:** In the case of a merit badge not being completed at summer camp due to the inability to complete some written requirements, a qualified adult leader designated by the scoutmaster can approve the merit badge upon acceptance of the written work.
- e. Merit badges will be presented during a Court of Honor.

4. **Service Projects:** Scouts of any rank can arrange for service projects that benefit the community. However, if the project will require troop resources then the project should be presented to the PLC for discussion, scheduling and scoutmaster approval.

- a. **Second Class, Star, and Life:** Work on service projects for credit toward advancement shall be approved by the scoutmaster in advance of starting the project. Only adult leaders are authorized to sign-off service project requirements.
- b. **Eagle:** Eagle service projects shall be of lasting value to the community rather than completion of routine labor, such as upkeep and preventive maintenance. There is no minimum number of hours that must be spent on carrying out the project. The amount of time spent must be sufficient enough for the scout to clearly demonstrate leadership skills. The project shall be approved by the troop and district committees before beginning any work. The Eagle candidate will brief the troop committee on his project at a regularly scheduled committee meeting. The Eagle candidate must take into consideration the lead time required for troop and district committee approval in planning work schedules.

5. **Criteria for “Scout Spirit” and “Being Active” for Rank Advancement:**

- a. **Scout Spirit** – A scout can successfully demonstrate scout spirit and complete this requirement by their general conduct and by correctly wearing the scout uniform (appropriate patches affixed and shirt buttoned/tucked) during meetings/activities. Negative reports from parents could also influence this requirement as it states a scout must live by the oath and law “in everyday life”.
- b. **Participation** -- A scout is expected to participate in at least one meeting and one activity (in full or part) or two meetings per month. If a scout is unable to do so, he must inform his Patrol Leader of the reason for his absence and when he expects to be able to actively participate. If he fails to do so then that month might not be counted toward the rank requirement.

6. **Documentation:** Scouts should save all rank advancement and merit badge presentation cards they receive from the troop, as well as their copy of the merit badge “blue card”. These cards should be brought with the scout for his Star, Life, and Eagle Board of Reviews.

Chapter 8

Outdoor Activities

1. **General:** The BSA program is designed for fun in the outdoors. The troop committee in support of the scoutmaster will make every attempt to have at least one outdoor activity per month. These activities will most often be camping trips, but on occasion might be day events. The activities planned for these events will reinforce the skills and ideals of Scouting.
2. **Planning for Outdoor Activities:** These activities shall be planned as part of the process of planning the troop's annual program and refined during subsequent PLCs. A theme based upon the BSA Program Features will normally be selected to support each activity.
3. **Support for Outdoor Activities:**
 - a. Two registered adult leaders or one adult leader and a parent of a participating Scout (at least one leader must be 21 years of age) are required for all trips or events. If there is a female guest (Venture crew) then one leader must be a female 21 years of age or older.
 - b. The scoutmaster, an assistant scoutmaster or another adult leader will be assigned responsibility for each camping trip and event.
 - 1) Responsibilities include:
 - Notifying families via a flyer two weeks in advance of activity
 - Filing camp/facilities request forms
 - Filing tour permits with Council two weeks in advance
 - Arranging transportation
 - Accounting for necessary fees (camp fees and food costs)
 - Assuring adequate leadership is available
 - 2) Guidelines for arranging transportation:
 - All drivers must be licensed
 - There must be a licensed driver at least 21 years of age in each vehicle
 - Adult tour leader (21 years of age) will be in charge and accompanied by a assistant
 - All driving should be done in day light when possible
 - Owner/driver will have insurance coverage at the dollar limits prescribed by BSA
 - Occupancy limits of the vehicle will not be exceeded
 - Each occupant will have a seat belt
 - Vehicles will not travel in convoy
4. **Funding for Outdoor Activities:** Scouts participating in activities are responsible for the cost of the event. Troop dues do not provide sufficient funds to sponsor troop camping trips and events. The adult leader responsible for a particular activity will advise scouts in the flyer of any activity fees required. If a scout is not financially able to pay for these activities, the scoutmaster may arrange a payment plan to keep the scout active. Certain High Adventure activities involving extended camping and adventure activities for senior scouts (such as Philmont, Sea Base, and Northern Tier) involve considerable cost. These programs may offer financial assistance to scouts that may otherwise be unable to participate.

5. The Troop on Outdoor Activities/Big Events:

- a. Prior to any scout participating in an Outdoor Activity/Big Event a permission slip must be returned to the scoutmaster or assistant scoutmasters.
- b. Patrols shall camp as individual units and practice the patrol method. A patrol with less than 4 members may be combined with another patrol. The each patrol will have:
 - A separate campsite
 - Its own cooking and campfire site
 - Its own dining fly
- c. Scouts will not leave the troop area without the knowledge of their patrol leader and an adult leader. The buddy system will be used on all outdoor activities; any scout leaving the troop area will be accompanied by a buddy.
- d. All scouts will share in the work and duties of their individual campsites. Patrol leaders will establish a duty roster to assure that work such as cooking, cleaning, water, and wood gathering is done by all in a fair manner.
- e. Scouts not in possession of personal equipment that is designed for the conditions of an event shall not be allowed to participate. Examples could be lacking rain or cold-weather clothing or a sleeping bag suitable for the climatic conditions.
- f. All members will observe the Outdoor Code and Leave No Trace Guidelines. This will include leaving the campsite better than found.
- g. Various forms of cooking will be experienced, including individual, patrol and troop. Camping trip format will be determined by the PLC and will depend on the other activities scheduled.

6. Visitors on Outdoor Activities:

- a. Adult family members are encouraged to participate in outdoor activities. Guests will pay the same camp and food fees as other members of the troop. Guests will be expected to provide their own camping equipment, i.e., tents, bedding and eating utensils.
- b. Prospective Boy Scouts may be invited to attend camping trips/events. Being prospective scouts they are covered by BSA insurance. These individuals are expected to follow troop rules and directions from the troop leadership. A scout intending to invite a guest for a camping trip will notify the patrol leader, senior patrol leader and scoutmaster to insure the guest is factored in the planning for logistic support. A permission slip from the parent authorizing the guest to attend the event and a medical release form authorizing emergency treatment are required.
- c. Non-adult female guest under 18 will be permitted on activities/trips if they have parental permission and on-site supervision by their parent. Under no circumstance will unmarried male and female campers share tents. If there are female guests, one adult leader must be a woman 21 years of age or older.

Chapter 9

Discipline

1. **General:** Discipline policy in Scouting is simple. The doors of Scouting are always open to those who strive to live by the Scout Oath and Law. Adherence to these and the troop policies will, primarily, be handled by the boy leaders with adult involvement only to maintain safety, preclude property damage, avoid disrupting other organizations' activities and/or restore order in extreme cases of unruliness. Hazing, of any type, will not be tolerated. Boys or adults observing such activity will take immediate measures to stop such activity.
2. **Obedience:** The Oath and Law make being a good citizen of the troop or community possible. Obedience to the Scout Law includes respect for both scout and adult leadership and all members and guests of the troop.
3. **Enforcing discipline:**
 - a. Discipline in the patrols will be handled by the patrol leaders. If a patrol member becomes uncooperative and/or disruptive, the patrol leaders have the authority to ask the member to leave the patrol and report to the senior patrol leader.
 - b. The senior patrol leader has the authority to counsel the scout, which can include having him sit-out a portion of the meeting or activity in an area away from the rest of the troop, but within view of the troop leadership. At no time will this involve sending the scout away early from the meeting/activity. If the SPL feels the seriousness of the incident warrants it or the scout has violated the drug, alcohol, and tobacco policy he will ask the scout to report to the scoutmaster.
 - c. When the scoutmaster is approached with a complaint from the senior patrol leader regarding an issue involving the scout's compliance with the Scout Oath or Law, the complaint will be recorded on the scout's record. The following actions will occur:
 - First senior patrol leader complaint -- Conference with the scoutmaster.
 - Second senior patrol leader complaint -- Conference with scoutmaster and a phone call to parents explaining the problem and stating that one more complaint may result in a suspension for one month. Parent(s) may be requested to attend meetings to help supervise their son. The scout may be required to appear before a Board of Review as a lesser disciplinary action prior to suspension from troop activities.
 - Third senior patrol leader complaint -- Conference with scoutmaster and parents. Based on the scoutmaster's recommendation, the scout may be suspended from all troop activities for a period of time as recommended by the scoutmaster. Any scout suspended from the troop may decide to join another troop without recommendation from Troop 1983.
 - d. When the scoutmaster is approached with a violation of the drug, alcohol, and tobacco policy, the scout will be immediately suspended from all troop activities. The parents will be contacted and required to pickup their son from the troop activity.

4. The above steps are not meant to discourage either the patrol leaders or senior patrol leader from seeking advice from the scoutmaster or any adult leader when they are having leadership challenges, but are intended to state discipline options in advance.

5. **Troop Reinstatement Review Board:**

- a. This Board evaluates scouts who have been suspended from the troop as a result of the third senior patrol leader complaint as well as the violation of the drugs, alcohol and/or tobacco policy. After the completion of the defined suspension period and prior to resuming troop activities, the committee chairman will convene a reinstatement review board to meet with the scout and his parents to assess his intentions regarding pursuit of the scouting program with Troop 1983. The members of the troop reinstatement review board will consist of the committee chairman, scoutmaster, senior patrol leader, and as deemed necessary, respective designated representatives from the committee.
- b. Based on the conclusions of the Board, the scout will either:
 - Resume troop participation and activities, or
 - Continue his suspension for a period as recommended by the scoutmaster and approved by the board
- c. Continuation of the suspension requires a meeting with parents and the committee chairman and scoutmaster to discuss the position of the board.
- d. Upon reinstatement a scout will be on probation for a minimum of two months. Additional infractions within the probation period are grounds for immediate dismissal of the scout from Troop 1983 by the troop committee.
- e. Willful failure to attend the review board meeting may result in dismissal from the troop.

Annex A: Guide to Camping Trip Food Purchases

1. A typical camping trip includes an opportunity for the scouts to prepare one or more meals. Each patrol is responsible for its own cooking responsibilities, which includes purchasing, preparing, serving, and the clean-up of the patrol's meals.
2. Food purchasing will normally be the responsibility of the patrol. As part of the camping trip planning process each patrol will determine a menu then derive a shopping list approximately two weeks prior to the camping trip. The patrol will then assign a member(s) to purchase food.
3. Scouts intending to participate in a camping trip/event shall be present on the troop meeting prior to the camping trip with funds or they will not be allowed to participate unless the scout makes prior arrangements with the scoutmaster and patrol leader. Scouts that drop-out of a camping trip after food has been purchased are still obligated to pay their share of the groceries.
4. The troop will collect money for food as part of the activity fee. General rule of thumb for food is \$5 per day, per scout/adult. This constitutes the budget that each patrol must work within for buying groceries. Following the activity, the scout who purchased their patrol's food must turn in the receipts for reimbursement to the adult leader coordinating the activity. *When buying food you must be cost conscious and stay within your budget.*
5. **Scouts and parents often ask the following questions:**
 - a. **Who is responsible for food planning, purchasing and preparation?** The scouts of course are responsible. Scouts may be assisted with some parental advice in planning and purchasing food, but it should always be remembered that the primary responsibility remains with the patrol to plan the meals and with the responsible scout(s) to purchase the food. This is a valuable experience in accepting and fulfilling responsibility. That said, scouts can always benefit from a parent's review of the Patrol's menu to assure they have the necessary ingredients and a basic understanding of how the food will be prepared prior to purchasing.
 - b. **How much food should I buy?** During menu planning the rule of thumb is to always add one to the head count. You should round up when food purchasing and you can not get the exact amount required. Additionally, if the recipe calls for a small amount of a common ingredient (e.g., 3 tbs butter, ¼ cup catsup, spices, etc), typically sold in larger quantities, should the scouts buy a whole package (e.g., 1 lb of butter)? Common sense and cost-conscious shopping suggests that if the quantity needed and/or the cost is small, the scout may consider providing the ingredient from household supplies rather than buying a whole package in uneconomical quantities.
 - c. **How much should I spend?** You should make every effort to stay within budget. Look for sale items or generic brands when you shop and avoid buying expensive prepared meals.
 - d. **What kind of food should we purchase and serve?** The Scout Handbook, Field Book and the Cooking Merit Badge Booklet are useful guides for campout cooking. As each

scout should learn, prior planning and preparation are the keys to successful camp cooking. Scouts are encouraged not to purchase expensive prepared meals. Ingredients economically purchased in bulk may be repackaged in appropriately sized containers (zip-loc bags are very useful). Meals should be simple, well balanced, nutritious, and tailored for the level of activity, weather, need for portability, storage requirements and available cooking facilities. The scout should avoid “junk food” (excluding backpack snacks) including candy and soft drinks.

- e. **What about leftovers?** Although not common with hungry boys, occasionally leftovers survive. Assuming the leftovers may be safely stored; they can be kept in the patrol box for future use or can be divided among the scouts in the patrol to take home. Parents should be mindful that if the leftover in question is subject to spoilage, its condition and storage history during the campout should be carefully scrutinized. Alternatively, the troop maintains in the trailer a container where non-perishable items can be placed for reuse within the troop.
6. Patrol leaders will prepare a duty roster for each camping trip and post it at the patrol area. The patrol leader shall maintain a record on menu planning and food purchasing duties to ensure all members share in this important responsibility.
7. On occasion the troop will practice troop dining rather than the normal patrol method. In these cases the same procedure described above will be used to plan and purchase food.
8. While we realize the dynamics of family schedules, parents must understand camping with large groups of scouts requires detailed planning to ensure enough food, water, transportation, tents, funds, and adult supervision. Unannounced participants or those that drop-out at the last minute create a hardship on the entire troop that has planned the minutest details. Simply put, the troop needs to have a firm commitment for camping trip participation, with supporting funds, not later than the last Monday meeting before departure on an event.

Annex B: Equipment

1. **General:** The Troop operates under the old adage "Take care of your gear and your gear will take care of you." Accordingly each scout is responsible for providing his personal camping equipment. The troop committee's responsibility is to secure adequate numbers of troop and patrol level gear.

2. Camping Equipment:

- a. **Personal equipment:** Each scout is responsible for the purchase and use of his own equipment. It is strongly recommended that individual equipment be labeled or etched with the scout's name, initials and/or identifying mark. Personal equipment includes items such as a backpack, sleeping bag, ground pad, hiking boots, individual eating utensils to include cup, plate, and bowl, personal hygiene items, canteen/water bottle, flashlight, foul weather gear, pocket knife, compass, and at some point, a two-person tent.
- b. **Patrol equipment:** The troop will provide each patrol the equipment necessary to camp as a patrol. Each item shall be marked with the patrol letter and/or color and stored in the patrol boxes. These items include: a trail chef cook kit, large frying pan, griddle, cooking utensils, 3 plastic dish pans, lantern w/storage box, two-burner stove, propane bottles, wire grill, dining fly w/poles, water jug, and patrol boxes.
- c. **Troop equipment:** Troop equipment is issued to the patrol as required and is returned to the troop Quartermaster in a clean and usable condition. These items include: dining flies, tents, rope, saws, axes, camp shovels, portable ovens, dutch ovens, and cooking tripod.

3. Duties and responsibilities.

- a. **Committee Quartermaster/Assistant Scoutmaster-1:**
 - Assisting the ASPL-1 in supervising the troop and patrol quartermasters
 - Providing recommendations to the troop committee on equipment purchases
 - Instructing the troop in safe use of all troop equipment
 - Ensuring propane tanks are refilled and used propane cylinders are replaced
 - Ensuring the fire extinguisher is operational
- b. **Troop Quartermaster:**
 - Ensuring that an accurate inventory of all troop owned equipment is maintained
 - Ensuring that equipment is maintained in a clean, neat, and orderly manner
 - Issuing equipment for use by individuals or patrols
 - Ensuring that equipment is returned in a clean and serviceable condition
 - Making recommendations concerning the need for new equipment
- c. **Patrol Quartermaster:**
 - Responsible for check out and return of troop equipment used by the patrol
 - Ensuring that patrol equipment is maintained in a clean, neat, and orderly manner

4. Safety considerations with equipment.

- a. The troop will furnish propane stoves and lanterns for all camping trips. These items will be operated under the supervision of knowledgeable adults and in accordance with the Guide to Safe Scouting and the regulations of the camping trip facilities.
- b. A troop fire extinguisher shall be maintained in the immediate area of all propane equipment.
- c. Liquid or propane fueled heaters are prohibited at troop camping functions.
- d. Lanterns and/or stoves shall not be operated inside tents under any circumstances.
- e. Patrol leaders will inspect all patrol members attending an event prior to departing the meeting place. Concerns with suitability and/or serviceability of a scout's personal gear will be brought to the attention of the senior patrol leader and scoutmaster.
- f. All axes and hatchets shall be kept in an approved sheath when not in use. The troop quartermaster will ensure that only equipment which has the required safety sheath is issued.
- g. Sheath knives are not authorized at any troop activity.

5. Damage to equipment.

- a. Any Scout willfully damaging troop, patrol or personal equipment will be subject to disciplinary action and afforded the opportunity to replace damaged equipment.
- b. Accidental damage to equipment will be investigated by the Troop Quartermaster under the supervision of the ASPL-1 and ASM-1. If determined the accident was a result of negligence, the negligent party shall be afforded an opportunity to replace the damaged equipment.
- c. Gear damaged or worn through normal wear and tear will be replaced by the troop as recommended by the Committee Quartermaster/ASM-1.

6. Equipment Needs for Scouts.

- a. A new scout needs a Boy Scout Handbook by his first meeting. Scouts should bring the handbook to all scouting functions unless told otherwise by their patrol leader.
- b. Uniform requirements as covered under Chapter 3. The shirt with the proper identification symbols should be the first priority.
- c. The purchase of camping equipment should be restricted to essential items until you confirm the level of your scout's interest in outdoor camping. The following personal equipment will be required at some time during a scout's career.
 - Sleeping bag rated to 20 degrees Fahrenheit or below
 - Sleeping pad
 - Backpack, external frame type is suggested
 - Two-person 3 or 3.5 season tent (A-frame type recommended)
 - Mess kit or plate, bowl, cup, knife, fork, and spoon
 - Canteen/Nalgene water bottle
 - Flashlight with spare batteries
 - Toiletry set, to include toothbrush, toothpaste, comb, soap, bath towel, and wash cloth
 - Poncho or rain coat
 - Compass

- Pocket Knife (must earn Totin' Chip before using)
 - Personal first aid kit as described in the Scout Handbook
- d. A tent should not be the first item you purchase. When purchasing a tent, you should get a two-person, 3 or 3.5 season, A-frame type. Particularly avoid tents with a lot of screening (i.e.: windows) and has numerous and complicated pole systems. Also purchase a ground sheet that fits the tent footprint, as this will protect the tent floor and provide an additional cold/moisture barrier. The troop has some two-person tents to accommodate new campers.
- e. Each patrol leader will assign tent partners prior to a camping trip. One of these partners will have a two-person tent to share.
- f. Adults desiring to accompany the troop on a camping trip may be able to use troop tents on a first come, first served basis.



Annex C: Big Event Planning Checklist

To Be Published

