

# Boy Scout Troop

198

Scout & Parent Handbook/Policies



## **BSA Mission Statement**

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

## **BSA Vision Statement**

The Boy Scouts of America is the nation's foremost youth program of character development and values-based leadership training.

In the future Scouting will continue to:

- Offer young people responsible fun and adventure;
- Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law;
- Train young people in citizenship, service, and leadership;
- Serve America's communities and families with its quality, values-based program.

### **The Scout Oath**

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

### **The Scout Law**

A scout is: trustworthy, loyal, helpful, friendly,  
courteous, kind, obedient, cheerful, thrifty, brave,  
clean, and reverent

**Scout motto:** Be prepared

**Scout slogan:** Do a good turn daily

**Note:** Where national BSA policies and/or those of Keystone Area Council, BSA conflict with the provisions of this handbook, national and local council policies, procedures and guidelines shall control.

# Welcome to Boy Scouts of America, Troop 198!

We are honored that you have selected Troop 198 and are confident that your experiences over the coming years will be filled with fun, friendship and memories that will last a lifetime!

As you travel the path of scouting, you will find many opportunities to learn, provide service and develop the leader within yourself. The Troop leaders and committee are here to guide you through the scouting trail by providing opportunities for you to advance and grow. It is important that you recognize these opportunities and participate fully so that you may enjoy all that scouting has to offer and possibly choose to achieve the highest rank of Eagle Scout.

## General Information

*"Be Prepared... the meaning of the motto is that a scout must prepare himself by previous thinking out and practicing how to act on any accident or emergency so that he is never taken by surprise."*

Robert Baden-Powell

Boy Scout Troop 198 serves the Etters/Lewisberry, Pennsylvania, community with a history of excellence and service. The Troop currently meets on Monday evenings from 7:30pm to 9:00pm at Fishing Creek Salem United Methodist Church located at 402 Valley Road in Etters. Meetings and activities, planned by the Scouts themselves, include learning and practicing scouting skills, planning trips and special activities, working on merit badges or other projects of interest to the Scouts.

Meetings generally follow the West Shore School District calendar (e.g., if there is no school on a particular Monday, there will be no meeting that night). Check the Troop website or consult the Troop calendar for exact listing of meeting dates. Updates will be periodically distributed and/or posted on the Troop website.

The Troop is divided into 3-4 patrols of about 5-8 boys each. Sometimes a patrol will hold its own meetings and plan additional outings. Typically, new Webelos Scouts joining the Troop are integrated into existing patrols to help them form bonds with older scouts who will help and guide them on their early rank advancements (Scout through First Class).

## Meetings

Meetings are generally of one of four types (or a combination of two or more):

- Merit Badge/Rank Advancement - Younger scouts are free to work on rank advancement with older scouts and scouts may work on merit badges of their choice. Also the best night to schedule Scoutmaster Conferences and Boards of Review. Scouts should come prepared to work on something Scout related at such meetings.
- Activity – Fun night, usually involving volleyball or other activities (outdoors weather permitting).
- Planning – Menu and itinerary planning for upcoming outings or service projects
- Scheduled Instruction/Guest Speaker – Organized and pre-planned instruction in certain Scout skills, topics of interest to Scouts or merit badges.

For all meetings, Scouts should wear the proper uniform, bring their Boy Scout Handbook, a notepad/notebook pen/ pencil and their “advancement binder”. More on the advancement binder later.

Smoking, Alcohol, and Drug Policy: The Boy Scouts and Troop 198 do not condone or permit the use of alcohol, smoking or use of drugs on any of its meetings or activities. Clearly, parents and adult leaders, set examples and guide many of the life choices scouts make. Please do not bring any of these materials to scouting activities.

## Boy Leadership

*"An individual step in character training is to put responsibility on the individual."*  
Robert Baden-Powell

The emphasis of the Boy Scout program is to promote and encourage boy-run leadership. In support of this program, Troop 198 adult leaders are present as advisors, insuring safety and keeping the program oriented toward scouting ideals. Boy leaders, not the adults, run Troop, patrol and patrol leaders council (“PLC”) meetings, camping trips, service projects and day trips. New Scouts begin with small jobs under the guidance of more experienced Scouts. As their skills and knowledge improve, new responsibilities are given to them.

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 guidance 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 fundamentals of leadership.

## Scout Leadership Positions

*"The more responsibility the Scoutmaster gives his patrol leaders, the more they will respond."*

Robert Baden-Powell

Like any other activity, a leadership role within Scouting requires an extraordinary commitment. A leadership role demands time and sacrifice of the Scout, often more than then 90 minutes per week the troop normally meets. Although Scouting is open to any boy at least 11 years of age, Troop 198 leadership positions should only be considered by those boys who:

- Demonstrate examples of proper behavior.
- Are willing to give their time and service to the Troop.
- Are committed to providing their personal leadership at Troop activities.

Troop elections are held semi-annually. Scouts vote as a Troop to select the Senior Patrol Leader ("SPL"). The SPL, is assisted in his duties by his designated/chosen Assistant Senior Patrol Leader(s) ("ASPL"). The SPL is the Scout Leader of the Troop. He sets the agenda and presides at all PLC meetings, runs the Troop meetings and appoints other scout leaders as needed. The SPL will delegate his responsibilities to one of his ASPLs if he cannot be present at an event.

The SPL appoints the following troop positions in consultation with the Scoutmaster: Assistant Senior Patrol Leader(s), Scribe, Chaplain's Aide, Quartermaster, Librarian, Historian, and Bugler. Patrol Leaders are elected by their patrols and are responsible for their individual patrols at all times. They preside at patrol meetings, as well as control their patrol during Troop functions. They represent their patrol at Patrol Leader's Council meetings and report to the Senior Patrol Leader for all matters concerning their patrol. They are also responsible for communicating information to the patrol members and appointing the following patrol positions: Assistant Patrol Leader and Patrol Scribe.

The Scoutmaster appoints the Troop Guide(s) and Instructor(s). The Troop Guides and Instructors are older, experienced Scouts assigned to a specific patrol. They will help the Patrol Leaders and younger Scouts progress through the ranks of Scouting. The Scoutmaster may also appoint an adult Patrol Advisor to work with and mentor Patrol Leaders.

*Every boy deserves to be trained as a leader.*

BSA Saying



All youth leaders are expected to participate in Troop Leadership Training ("TLT") to prepare them for their leadership positions. This includes SPL, ASPL, Patrol Leaders, Troop Guides, Junior Assistant Scoutmasters ("JASM") and other positions designated by the Scoutmaster.

## **Patrol Leader's Council**

*"A boy carries out suggestions more wholeheartedly when he understands their aim."*

Robert Baden-Powell

The Patrol Leaders Council is responsible for planning and conducting the Troop's activities. The Troop Committee interacts with the Patrol Leaders Council through the Scoutmaster.

The Patrol Leaders Council is made up of the following Scouts:

- Senior Patrol Leader - leads the Patrol Leaders Council
- Assistant Senior Patrol Leader(s)
- Patrol Leaders - one for each patrol
- Troop Guide(s)

The Patrol Leaders Council, Scoutmaster and Assistant Scoutmaster(s) meet monthly to:

- Update the annual calendar of events as needed
- Plan monthly events
- Plan and organize future Troop meetings
- Discuss problems
- Make recommendations on improving Troop operations

## **Older Scout Program**

To insure the continued interest and participation of our older Scouts, at the discretion of the Scoutmaster, Troop 198 may schedule one or more high adventure outing per calendar quarter. Scouts shall be at least 14 years of age and 1st Class Scout or above, or must have completed 8th grade to participate in high adventure outings. High adventure activities will be planned and performed in addition to (and not in place of) regular Troop outings. Participation in regular troop meetings and activities is a prerequisite to participation in such older scout/high adventure programs.

## **Adult Leadership**

*"When you want a thing done, 'Don't do it yourself' is a good motto for Scoutmasters."*

Robert Baden-Powell

Troop 198 follows the BSA's leadership structure. The Scoutmaster (SM) is the primary adult leader. He or she serves the scouts of the Troop at the pleasure of the Charter Organization (Fishing Creek Salem United Methodist Church) (the "CO") through the Chartered Organization Representative (the "COR") in consultation with the Troop Committee Chairman (the "CC"). The Scoutmaster is assisted by one or more Assistant Scoutmasters (ASMs) who are appointed by the CC. The Scoutmaster and Assistant Scoutmaster(s) are the primary adult interface to the Scout Leadership. The SM and

ASMs advise the PLC on planning meetings, camping trips, service projects and other outings. The SM and ASMs should be trained as leaders by the local Council.

## **The Troop Committee**

The Troop Committee provides administrative support to the Scouts and the Scoutmaster. The committee manages the Troop finances, keeps the Troop's records, interprets BSA policy and ensures, with the assistance of the SM and ASMs, providing a quality scouting program. The Committee also conducts the Board of Reviews and is responsible for the Courts of Honor. The Committee meets once a month. All adults are welcome to assist the Committee, and are welcome to attend Committee meetings. While the SPL is expected to attend committee meetings, all scouts are welcome to attend.

The objectives of the Troop Committee include:

- Act as the Troop Board of Directors supporting the Troop program
- Ensure that quality adult Troop leadership is recruited and trained
- Advise Scoutmaster on policy relating to Boy Scouting and the Charter Organization.
- Support Troop Leaders in carrying out the program
- Fiscal management supporting approved budget plan
- Obtain, maintain and care for Troop property
- Ensures Troop has an outdoor program (min. 10 days/nights per year)
- Serve on Board of Reviews and in Court of Honor
- Support Scoutmaster in working with individual Scouts and problems that may affect the overall Troop program
- Provide for the special needs and assistance some Scouts may require
- Promote Friends of Scouting Campaign
- Assist the Scoutmaster (when requested) with disciplinary issues

The Committee Chair heads the Committee. The Committee members and their responsibilities include, but are not limited to:

### Committee Chairperson

- Organizes committee
- Work with COR in selection of Scoutmaster, Asst. Scoutmasters, committee members and other volunteers.
- Delegate, coordinate and ensure task completion
- Interprets national, council, district & local policies to the Troop
- Prepares committee meeting agenda
- Secures a location for committee meeting
- Secures location for troop meetings
- Calls, presides & manages committee meeting
- Maintain close relationship with Charter Organization Rep. and Scoutmaster
- Ensures Troop is represented at Roundtables

- Secures camp leadership
- Arrange for charter review & re-charter annually
- Plans charter presentation

#### Vice Chairperson

- Performs duties of Chairperson in their absence
- Attends Committee Meetings

#### Pack Liaison

- Is the bridge with associated Cub Scout Pack Unit
- Communicates needs of Pack to Troop and vice versa
- Acts as point of communication with all local Cub Scout Pack units

#### Secretary

- Takes and prepares Committee meeting minutes
- Communicates draft minutes to committee members, leaders and parents within 20 days after committee meeting
- Presents draft minutes at next Committee meeting for review and approval
- Maintains youth and adult rosters for the Troop.

#### Communications Coordinator

- Assists youth to coordinates content and preparation of quarterly family/scout Newsletter.
- Coordinates and maintains new Scout/Parent Troop Guide
- Facilitates Troop Resource Survey and communicates results to Scoutmaster, Committee Chairperson, Outings Coordinator and Advancement Coordinator
- Maintains committee resource library including BSA Committee manuals
- Maintains Troop & Committee roster/contact lists
- Assists Troop Webmaster with website content

#### Advancement Coordinator

- Tracks scout rank advancement
- Purchases awards, pins and rank patches for Scouts
- Works with Troop Scribe to maintain Scout advancement records
- Arranges Boards of Review and Courts of Honor
- Assemble awards for Courts of Honor
- Maintains merit badge counselor list
- Submits report to Scout Service Center when Troop Board of Review is completed
- Works with Troop Librarian to build and maintain library
- Prepares Advancement Report for Committee
- Submits advancement reports to District as needed.
- Works with Life-to-Eagle Advisor as needed.



### Life-to-Eagle Advisor

- Works with Star/Life Scouts to set goals and plan timeline for completion of Eagle Scout requirements
- Coordinates with Advancement Coordinator to guide scouts towards achieving rank of Life by age 16
- Guides Life Scouts in the preparation of Eagle Scout Project plan
- Assists in preparation of Scout's Eagle Board of Review
- Guides Scout/Parents in preparing for Eagle Court of Honor
- Encourages Eagle Scouts to remain active in Troop and pursue Palms and youth leadership roles
- Provides progress report to Committee

### Treasurer

- Handles Troop's funds
- Coordinates and collects Scouts dues
- Pays bills associated with Troop activities
- Maintains Troop's checking and saving accounts
- Manages Scout Accounts (e.g. camp funds)
- Maintain accurate and complete financial records
- Coordinates financial assistance for individual scouts as needed
- Coordinates camp savings plan
- Prepares annual budget
- Provides monthly report to Committee

### Fundraising Coordinator

- Manages Troop Popcorn Sales
- Encourages parents/scouts to actively participate in Popcorn Sales
- Facilitates additional Troop fundraising activities as needed
- Coordinates annual FOS presentation with Unit Commissioner
- Solicits parental support as needed for fundraising activities
- Secures fund raising event approvals from Council

### Outings Coordinator/Assistant Outings Coordinator

- Make reservations for all planned outings/activities
- Prepares, distributes and secures outing permission slips
- Coordinates transportation to and from outings
- Solicits auto insurance and driver information from adult drivers
- Secures tour permits for events held away from FCSUMC
- Coordinates with Troop via Program Planning to promote an outing & outdoor activity per month
- Report to the Troop Committee at each meeting
- Assistant Outings Coordinator supports activities & responsibilities of the Outings Coordinator so that the workload is balanced

### Troop Chaplain

- Encourage participation in religious emblem award program
- Encourage opportunities for and attendance at religious services during outings
- Advises Chaplain's Aid in his duties

### Quartermaster/Equipment Coordinator

- Supervise and help Troop procure camping equipment
- Work with Troop Quartermaster on inventory and proper storage and maintenance of all troop equipment
- Make periodic safety checks on all troop camping gear and encourage Troop in the safe use of all outdoor equipment
- Maintain Troop trailer
- Assure replenishment of supplies used during activities

### Training Coordinator

- Maintains training records for Troop leadership, Scouts and Committee members
- Communicates and creates training opportunities
- Maintains training materials for Troop and Committee
- Ensures compliance with BSA and Charter Organization training & certification requirements (e.g. Youth Protection)
- Communicates training requirements and expiring certifications requiring renewal
- Coordinates Fast Start training for new leaders
- Coordinates BSA Youth Protection Program and Training
- Communicates, coordinates and encourages Youth Leadership Training opportunities
- Coordinate Leadership Training recognition
- Provides report at Committee meetings

### Troop Webmaster

- Develop, update and maintain Troop website
- Coordinate through Scoutmaster, Secretary and Communications Coordinator information, documents and links to be posted to website
- Ensure compliance with BSA (National, Council, District) web guidelines
- Manage security and scout/parent usernames & passwords (if any)

### Charter Organization Representative

The Charter Organization Representative ("COR") is the Troop's primary contact with the CO. The CO provides the Troop with a meeting place, and owns all the equipment purchased with Troop funds. The COR performs the following:

- Member of District Committee
- Serves as liaison between Unit, Charter Organization (SUMC) & Council structure
- Encourages Troop service to Charter Organization

- Encourages Unit leaders and committee members to take advantage of training opportunities
- Promotes well planned Unit programs
- Organize unit to serve the youth needs of the charter organization and the community
- Promotes recruiting of new members
- See that boys graduate from one program phase to the next
- Encourages Unit committee meetings
- Encourages active outdoor unit programs
- Secure District help when needed
- Encourage recognition of leaders
- Cultivate resources to support the unit
- Maintains close relationship with Committee Chairperson
- Helps recruit Committee Chairperson and Adult Leaders
- Assist with annual charter renewal
- Ex Officio Committee Member (non-voting)

#### District Unit Commissioner

- Provides coaching and consultation to the Committee
- Provides coaching and consultation to the Scoutmaster
- Provides guidance on National, Council, District BSA Policy
- Ex Officio Committee Member (non-voting)



A listing of current committee members and their contact information can be found in the Appendices of this handbook. Updates are available upon request to the CC.

#### **What can Parents do?**

*"In the 30 years that I've been doing this for a living, I've never had a parent say to me, 'I regretted the time I spent with my son or child in Scouting.'"*

Roy L. Williams, Former Chief Scout Executive, Boy Scouts of America

Yes, "Parents". This includes Moms, Dads, Aunts, Uncles, Grandparents and other interested adults.

**Our CO and Committee require all adults who have contact with youth to be Youth Protection trained. This course is available free via the internet at [www.keystonebsa.org](http://www.keystonebsa.org) and must be taken every two years.** Our Council number is "515". Any adult that is current with his/her Youth Protection training is welcome to join us on any campouts or activity.

Here are some of the ways that all parents can get involved, right now, to support the troop:

- Become a Merit Badge Counselor- Go to [www.meritbadge.com](http://www.meritbadge.com) and look at the requirements...you can certainly be a counselor for at least 4 badges...things you have an interest or an expertise in.
- Plan a trip or an outing - It takes planning years out to execute a Sea Base, Philmont, or other High Adventure trips. In two years, younger scouts will be old enough to go. The amount of effort today is minimal (this will certainly increase in the months prior to the trip) and the payoff is huge. Don't rely on someone else to plan the trip that your son will remember for a lifetime.
- Be a guest speaker at a troop meeting. The things you do now or have done in the past are interesting to our scouts. Or, maybe you have a friend or relative who could come to one of our meetings.
- Work with a committee member or scoutmaster to improve the troop. Check with the Scoutmaster or Committee Chairman to see how you can help out. If you like to regularly go on camping trips and work with the boys, see the Scoutmaster about being an ASM.
- Adults can assist with fund-raisers. Not just chip in, but also be the primary coordinator for Popcorn Sales and other fundraising events throughout the year.
- Become a member of the Committee. Please ask the Committee Chairperson what positions we need to fill or that will soon be open.
- Assist the Committee with refreshments or decorations/theme at Courts of Honor.

Use your imagination. If you've ever said to yourself "this troop should do xyz" then come to us and say "I'd like to organize xyz". You will have the full support of the Scoutmasters and the Committee if it is worthwhile, and you are willing to run with it.

Each year the Troop conducts a survey of talents. Please consider the above areas and how you can participate and help the scouts grow through your time and talents.

Be active in your son's path to Eagle. This path affords you many opportunities to strengthen the bond between you and your son and create lasting memories.

## **Activities**

### Monthly Outings

Troop 198 conducts a camping trip or special event each month. Short-term camps promote advancement opportunities, fun, fitness, and comradeship. Examples include rafting, canoeing, biking, skiing, and backpacking trips, as well as participating in Council and District Camporees. Scouts and their parents are encouraged to participate in as many outings as possible.

### Campouts

Parents need to complete a permission slip and pay the nominal fees associated with campouts at least two weeks prior to the trip. Scouts need to bring the appropriate

equipment and uniform. Parents are welcome to join the Troop on campouts, understanding that the adults camping area is usually near, but separate from the Scouts. **Youth Protection Training is required for all adult participants.**

### Summer Camp

To give Scouts the opportunity to achieve BSA goals for long-term camping, Troop 198 attends at least one week of camp at an approved BSA facility during the summer.

A completed Class 1 medical form is required to be on file with the Troop for all outings by all participants (youth and adult). A Class 2 medical form is required for summer camp (Class 3 for those 40 and older). A copy of the medical forms can be found on the Council website. [www.keystonebsa.org](http://www.keystonebsa.org).

### Drivers

For every outing not held at the Troop's regular meeting place, the Troop needs volunteer drivers to transport Scouts and their gear. This is a great way for parents to get involved and help the Troop. If you have a pick-up truck, mini van, station wagon or can tow our troop trailer, you will be in particularly high demand. We require that everyone complete a driver information form available from the Outings Coordinator before transporting Scouts in their vehicle. For convenience and to assure accuracy of the information, new forms must be completed at the beginning of each Scouting year, usually in September. Completion of this form, together with the required Tour Permits, assures coverage by the Boy Scouts of America's insurance policies should an accident or injury occur. A copy of the Driver Information Form can be found on the troop website.

### Safety and Youth Protection

Troop 198 practices Two-Deep Leadership and has an excellent record for safety and youth protection over the years. The troop is committed to the programs developed by the BSA for safety and protection against all types of child abuse. The Scoutmaster and most of the other adult leaders of the troop have participated in BSA training programs in these areas. For safety, the troop uses the buddy system, in which scouts are paired up and required to stay with a buddy. As part of the BSA youth protection program, activities are structured to avoid private interactions between a single adult and single youth. The troop prohibits and reserves the right to confiscate any items that an adult leader in his or her discretion deems to be illegal, unsafe, or to have been used in an unsafe manner. The troop also reserves the right to send home from scout activities a scout who in the judgment of an adult leader has engaged in inappropriate behavior.

A copy of the Guide to Safe Scouting is available for your review through the Troop Committee or online at <http://www.scouting.org/pubs/gss/toc.html>

### Troop Uniform Policy

*"Show me a poorly uniformed troop and I'll show you a poorly uniformed leader."*

Robert Baden-Powell

It is not the purpose of the Scout uniform to hide the differences between boys or make

them feel they are all the same. Scouts come from all racial and ethnic backgrounds. They have their own religious beliefs and family traditions. Scouting wants boys to take pride in these differences. However, whenever a Scout sees another Scout in uniform he knows he is like that person because they both have committed to the principles of the Scout Oath and Law.

The Scout Oath and Law bind all Scouts, the world over, in a common purpose. The Scout uniform identifies Scouts openly with someone who holds these beliefs and values. By wearing the uniform, Scouts are openly demonstrating their convictions. The Scoutmaster will choose and publicize one of the following uniform options for almost every Troop activity. **Scouts and adult leaders are expected to wear the appropriate and complete uniform. When in doubt, assume the Field Uniform is the proper uniform. The Field Uniform is always worn with the shirt “tucked in.”**

**Field Uniform** is the official BSA uniform and includes shirt, pants or shorts, socks, and belt. Badges must be up-to-date, including rank, leadership position, patrol emblem, etc. The uniform should be clean and neat. Non-BSA shirts may be worn under the scout shirt, however the uniform shirt must be tucked in and buttoned. Hats are optional, but only official BSA hats may be worn indoors and at flag ceremonies. The Merit Badge sash is optional. An OA sash may only be worn by members of the Order of the Arrow when at official OA functions or representing the OA on Lodge business. Unless otherwise stated, the Field Uniform is to be worn to regular meetings, and traveling to and from camp, at service projects or other activities.

**Class A Uniform** consists of the Field Uniform, described above, plus the following: official Troop 198 or other approved neckerchief (e.g., Eagle, NESAs, NYLT, Jamboree, etc.), neckerchief slide, and Merit Badge or OA sash, as appropriate. Undershirts must not be visible. Hats are optional, but only official BSA hats may be worn with the Class A uniform. This uniform is typically worn at public and/or formal ceremonies, including Courts of Honor, Boards of Review, Scoutmaster Conferences, Scout Sunday, public flag ceremonies, etc.



**Activity Uniform** is the official Troop 198 or other Scouting related t-shirt and any pants or shorts except sweat pants (scout pants or shorts are preferred, however). The Activity Uniform is typically worn when the troop is at camp or other activities, and at some meetings. Troop parents and family members are encouraged to wear Troop t-shirts at Troop activities.

All BSA uniform items can be obtained from the Keystone Area Council, Scout Service Center on Baden Powell Lane in Mechanicsburg, PA. Bridging Webelos are provided Troop 198 neckerchiefs by the troop upon earning the Scout Badge. Replacement neckerchiefs, hats and troop t-shirts are available through the Troop Committee.

Troop 198 has organized a uniform exchange program. As Scouts grow out of their uniform, it can be donated to this program, and in turn, a Scout may be able to find a used uniform to fit him. Please see the Committee Chairman or Scoutmaster for the appropriate person to contact.

Financial Assistance - We want all boys to be able to participate in the scouting program. In situations where financial resources are a problem, the troop can provide financial assistance. Camperships and trip subsidies are available to any Scout in need of assistance. Please contact the Scoutmaster or Committee Chairman.

## **Advancement**

*"Mystery creates wonder and wonder is the basis of man's desire to understand."*

Neil Armstrong

### Gaining Rank

The Boy Scout advancement process differs significantly from that used in Cub Scouts. In Boy Scouts, the ranks are: Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle. This trail to Eagle involves learning, outdoor and other skill development, good citizenship, and leadership. The main difference from Cub Scouts is that the Boy Scout must take the initiative to prepare himself to demonstrate each knowledge requirement.

The requirements for the ranks of Tenderfoot through First Class prepare you to take full advantage of all that Scouting has to offer. The Handbook is also used to document the progress toward each rank. Star, Life, and Eagle requirements focus on service to others and developing leadership skills.

Requirements for each rank are outlined in the Boy Scout Handbook. You can work on advancement requirements with your parents or other family members, with other Scouts and with adult Scout leaders. This can be done on your own, in patrol and troop meetings, and during other troop functions such as campouts. A good rule of thumb is to try to be actively working on at least one requirement all the time.

Scout skills cannot be mastered by performing them just once. You will have many opportunities to practice each skill, and you will be thoroughly tested on each requirement before it is "signed off". In addition, expect to practice each skill repeatedly, even after it has been signed off. As you progress, you will also have opportunities to teach these skills to less experienced Scouts, which will further reinforce your knowledge and skill.

As you complete each requirement, you will be tested and signed off in the BACK section of your by a scout of Star rank or above. Some requirements such as "Demonstrate Scout Spirit" and "Serve Actively" may only be signed off by the Scoutmaster. In Boy Scouts, troop leaders, rather than parents, sign off advancement requirements.

It's up to you to take advantage of the advancement opportunities available to you, and to take initiative to ask for someone to test you when you are ready. You are responsible for keeping your own personal advancement record in your handbook. You should also record your service hours, campouts, troop activities, and leadership positions in your handbook or the tracking form available on the troop website ([www.troop198bsa.com](http://www.troop198bsa.com)).

You must earn the ranks in order, but you may complete any requirement for Tenderfoot through First Class at any time. (For example, you may complete a First Class requirement before finishing your Tenderfoot requirements, but you must earn Tenderfoot rank before you are awarded Second Class and First Class ranks.)

### SCOUTMASTER CONFERENCE

You will be meeting regularly with the Scoutmaster to discuss your activity in the troop and your understanding and practice of the ideals of Scouting. This Scoutmaster conference is also used to discuss your goals and accomplishments and is required for each rank advancement. See accompanying *Scoutmaster Conference Guidelines* for more information on this requirement.

You do not have to wait until you have completed the requirements for a rank in order to ask for a Scoutmaster conference. You may talk with the Scoutmaster at any time that is convenient to both of you. However, for a Scoutmaster conference to count toward rank advancement it must take place after all other requirements are complete and before the Board of Review. At this required conference, the Scoutmaster will also help you determine whether or not you are ready to go before the Board of Review.

### BOARD OF REVIEW

After this Scoutmaster conference, the Scoutmaster will advise the Troop Committee Advancement Coordinator or in his/her absence, the Troop Committee Chairman that you are ready for your Board of Review (BOR). An Eagle BOR will be requested with the Life-to-Eagle Coordinator or Advancement Coordinator. The Scoutmaster and Assistant Scoutmaster(s) may not actively participate in any BOR but they may observe. The Board of Review should not include family members.

The purpose of the Board of Review is not to retest you but rather to ensure that you have completed all of the requirements, to determine the quality of your troop experience, and to encourage you to advance toward the next rank. *Sometimes you will meet a Board of Review even when you are not ready for the next rank, in order to check your progress and to see how things are going for you in the troop and in your patrol. The troop Advancement Coordinator may schedule you for such a Board of Review when (s)he feels that an extended period has passed since your last Board of Review.*

You need to have your Boy Scout Handbook and "advancement binder" and should be in your Class A uniform when you appear before a Board of Review. Every attempt will



be made within the troop to assemble a complete uniform for a Scout who may not have the financial resources to do so on his own. A Scout should appear with as complete a uniform as possible. At the beginning of the review, the chairman will bring you into the room, introduce you to the board, and invite you to be seated. During the review the board will discuss your development along your trail to Eagle, ask you questions about skills that were required for your particular rank, and evaluate you in of readiness for the next rank. It is also a time for you to ask any questions you might have and to give feedback to the troop committee about activities and your Scouting experience in your troop and in your patrol. At the end of the review you will be asked to leave the room while the board discusses your qualifications. The board will then call you back into the room and inform you either that you have been approved for the next rank or what additional actions you must take to qualify. All BOR decisions must be unanimous.

### RECOGNITION

After passing the Board of Review, you will be recognized in front of the troop as soon as possible. You will be formally recognized for your rank advancements and merit badges in front of family and friends during a ceremony at a Court of Honor. At this time you will be presented with your patch, wallet-sized certificate card and rank pins. Troop 198 schedules three to four Courts of Honor each year. Your parents, other family members, and friends are invited and encouraged to attend all Courts of Honor.

After reaching the rank of Life Scout, you will meet with one of the adult leaders in the troop. At this meeting you will receive your Life to Eagle packet and discuss ideas and suggestions for your Eagle Service Project. This project must conform to special guidelines that have been outlined by the Boy Scouts of America. Your Scoutmaster, troop Advancement Chairman, and a representative of your District Advancement Committee, as well as the benefiting organization, must approve your project before you begin carrying it out.

### MERIT BADGES

Earning merit badges allows you to explore many fields, helps you round out your skills, and introduces you to subjects that will perhaps become lifelong interests or a rewarding career.

There are more than 100 merit badges for you to choose from. You may earn any merit badge at any time, with Scoutmaster approval. Don't wait for someone to tell you when and which merit badge to work on. You don't need to reach a certain rank in order to be eligible. However, you should concentrate on achieving the rank of First Class before devoting a lot time to working on merit badges.

Don't overwhelm yourself by trying to complete too many badges at one time. We recommend that you actively work on no more than two at one time until you reach the rank of First Class, and no more than five at one time thereafter.

You can find information about merit badge requirements in the appropriate merit badge pamphlets and in the current year's Boy Scout Requirements book. Some of these should be available in the troop library or at your public library. All of them are available from the Scout Shop or HVSR Trading Post. If you are finished using merit badge pamphlets that you own, we encourage you to donate them to the troop library.

Here are the steps to earning a merit badge:

Get a "blue card" from the Scoutmaster, fill in your name, address, and the name of the badge, and ask the Scoutmaster to sign it. Then get the name and phone number of a qualified counselor from the Advancement Coordinator or Scoutmaster.

Call the counselor and set up an appointment. This can be at any place that is suitable to both of you. Along with a buddy (another Scout, a family member, or a friend), meet with the counselor. The counselor will explain the requirements for the merit badge and help you get started.

Work on the badge requirements until you complete them, meeting with the counselor (along with your buddy) whenever necessary. You must complete the stated requirements and satisfy the standards of each merit badge. The merit badge counselor may encourage you to do more than the requirements state but he or she may not require it. YOU (not the counselor, Scoutmaster, or Advancement Coordinator) keep the merit badge card until you have completed the requirements and the counselor has signed the card. If you lose this card, you will have to start the badge over unless the counselor is willing and able to vouch for what you already completed.

If you change counselors for any reason, it is up to the new counselor whether or not he or she will accept the work you did with the previous counselor. Normally the new counselor will ask you a few questions, and if the counselor is satisfied that you actually did the work that was signed off, he or she will accept it.

After you complete the merit badge and the counselor signs your merit badge card, he or she will keep the counselor's section and return the rest of the card to you. Bring the rest of the card to the Scoutmaster for his signature and then give the card to the Advancement Coordinator.

Your wallet-sized certificate card, "blue card" and merit badge will be presented to you at the next Court of Honor.

#### RECORD-KEEPING

Your advancement records are kept in three places — your Council office, the troop Advancement Coordinator, and yourself. The Council office keeps records supplied to them by the troop Advancement Coordinator, who also keeps copies of these records for the troop. Many troop Advancement Coordinators also maintain their advancement information on computers. You will receive three kinds of documents that you need to **KEEP IN A SAFE PLACE UNTIL AFTER YOU TURN 18** (or receive your Eagle Scout Award, whichever is later)! These documents are: your Scout Handbook with requirements signed off, your portion of completed blue merit badge cards, and the wallet-sized certificate cards for rank advancement and merit badge completion. Make sure all of them are signed or initialed by the appropriate Scout leader. All of the cards are the same size and can be safely kept in plastic protector pages (available at Wal-Mart, Staples, etc.) which are designed for baseball and other sports cards. **IT IS VERY IMPORTANT THAT YOU KEEP THESE DOCUMENTS IN A SAFE PLACE AND DO NOT LOSE THEM!!! We call this the “advancement binder”.** If it should happen that there is a discrepancy or missing records, your personal records are your most important ally in proving what you completed and when.

## OTHER AWARDS AND SPECIAL PROGRAMS



### Religious Awards Program

Declaration of Religious Principle, *Bylaws of Boy Scouts of America*, art. IX, § 1, cl. 1

“The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God. In the first part of the Scout Oath or Promise the member declares, ‘On my honor I will do my best to do my duty to God and my country and to obey the Scout Law.’ The recognition of God as the ruling and leading power in the universe and the grateful acknowledgment of His favors and blessings are necessary to the best type of citizenship and are wholesome precepts in the education of the growing members. No matter what the religious faith of the members may be, this fundamental need of good citizenship should be kept before them. The Boy Scouts of America, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life.”

The Boy Scouts participate in Religious Award Programs in which the scout can learn more about their religion as well as earn the Religious Award Medal that can be worn on their uniform. There is a workbook that the scout will use in working with an instructor from their faith. This program requires several meetings as well as work on the part of the participant over a span of time. Many of the religions have two different awards that are available for Boy Scouts, and are separated by grade as follows: grades 6 -8 and grades 9-12. Workbooks are available through the Scout Store at the Keystone Area Council in Mechanicsburg and from [www.praypub.org](http://www.praypub.org)



### Order of the Arrow

The Order of the Arrow is an organization of honor scouts. Scouts are elected to the Order of the Arrow by their troop at an election each spring. The Order of the Arrow is a scouting service organization, which supports scout camps and other scouting programs. Our Order of the Arrow Lodge is the Susquehannock Lodge XI. The lodge holds a number of major events each year: Spring Fellowship, Spring Ordeal, Fall Ordeal, Fall Fellowship, Lodge Picnic and the Lodge Banquet. The Order of the Arrow also has national conferences of members held in alternate years.

The requirements for becoming a member of the Order of the Arrow are to be a registered scout under 18 years of age with First Class rank, have 15 days and nights of scout camping within the last 2 years (this must include at least 6 days and 5 nights of long term scout camping such as summer camp, with the remainder comprised of weekend camping), be approved by your Scoutmaster, and be elected by a majority of the troop present at the election.



### Youth Leader Training Program (Brownsea/NYLT)

*"Success in training the boy depends largely on the Scoutmaster's own personal example."*

Robert Baden-Powell

This week-long program includes training and activities to help scouts develop their leadership skills. This training prepares scouts to assume senior leadership positions within the troop and actively participate in the development and execution of the troop program. The Troop's practice is to fund up to \$100 each for up to three scouts each scouting year to participate in this training program.

## **Financial Policy**

### Fees

Registration fees (required) must be paid each year by October 31st . The amount is set annually by the national and local council, Boy Scouts of America. The Troop will not be able to re-register any Scout or adult leader who has not paid his registration fee before the required date.

Each year the Committee will determine the monthly dues fee. Additional funds are provided through Troop fundraisers. These funds help pay for troop activities, cabin and campsite rentals, trailer maintenance, equipment, supplies and awards. Please check with the Treasurer regularly to ensure your accounts are up to date.

### Fundraisers

One of the goals of Scouting is to teach the boys to earn their way. Fundraisers also provide each Scout the means to participate in some of the more expensive scouting activities. The Troop offers a number of fundraisers each year to help a Scout achieve these goals. Each Scout will be expected to fully participate in at least one fundraiser each year. A portion of the sales made by a Scout is credited to an individual Scout's escrow account which will be held by the Troop and accounted for separately. The exact percentage contributed to the Scouts account from each fundraiser is determined by the Troop Committee. These escrowed funds can then be used to help pay for any Troop activity, equipment, or uniform purchase. Scouts leaving the Troop may forfeit any unused funds. Funds may be "and accumulated from year to year. The Troop's main fundraiser is the annual Council popcorn sale. While our Troop receives a portion of the profits from the popcorn sales, a portion is credited to the District and helps support the camps and facilities that we use, as well as supporting the overall Scouting program.

### **World Wide Web Site Policy**

A web site is well suited to the spread of information, so much so that it can be easy to divulge too much or sensitive information, or put Troop members at risk. We must be especially careful with personal information about the Scouts. Also, we must be careful not to involve the Troop or BSA in legal trouble. The official BSA National Council web site includes a document titled "Standards and Guidelines for Internet Publishing and Maintaining Local Council Web Sites" at <http://www.bsa.scouting.org/site/standards.index.html>

The document is written to give advice to Councils but in most respects can be applied to Troop web sites as well, and is the basis for the Troop policy.

The following eight principles are taken from the National Council guidelines, with minor wording changes to refer to the Troop instead of the Council.

Troop 198 adopts these principles:

- Troop 198 must have direct control over the content of its official Web site. The Troop Committee will appoint a registered adult member to be responsible for the content of the Troop web site.
- The Scoutmaster and Troop committee should be consulted for a decision on appropriateness of questionable material. The content of the Troop 198 web site must be appropriate to the Scouting movement.
- The Troop 198 web site cannot contain links to any web sites that contain material that is not appropriate to the Scouting movement.
- The Troop 198 web site cannot contain any advertisements or commercial endorsements.
- The Troop 198 web site cannot engage in the electronic sale of BSA Supply Division merchandise or competing products.
- The Troop 198 web site cannot replicate any BSA publication currently for sale through the Supply Division.
- The Troop 198 web site must abide by all laws regarding copyrights, trademarks, and other intellectual property, and by those pertaining to the Internet.
- The Troop 198 web site must consider the safety and privacy of their members and participants by obtaining the necessary permissions to release information about or images of any individual.

The Troop web site will protect the safety and privacy of the members of the Troop in the following ways:

- Scouts will be identified by initials only. Street addresses, phone numbers, email addresses, and other personal information of Scouts will not be posted.
- Scouters/adults will be treated the same way, with the following exceptions: the full names, phone numbers and email addresses of adults in a point-of contact role, e.g., the scoutmaster or committee chairman, may be posted with written permission.

### **Active / Inactive Scout Policy**

According to BSA policy, a Scout is considered “active” in his troop and patrol if:

- He is registered in his unit (registration fees are current).
- He has not been dismissed from his unit for disciplinary reasons.
- He is engaged by his unit leadership on a regular basis (Scoutmaster conference, informs the Scout of upcoming unit activities, through personal contact, and so on).

*BSA Advancement Policies, p. 24.*

The unit leaders are responsible for maintaining contact with the Scout on a regular basis. The Scout is not required to attend any certain percentage of activities or outings.

However, unit leaders must ensure that he is fulfilling the obligations of his assigned leadership position. If he is not, then they should remove the Scout from that position.

## **BSA Troop 198 Code of Conduct**

*"The foolish and wicked practice of profane cursing and swearing is a vice so mean and low that every person of sense and character detests and despises it."*

George Washington

A successful Boy Scout Troop is made up of many components. The most important ingredient is having a Troop follow the Scout Oath and Law. Living by the Scout Oath and Law ensures that every Scout can have an outstanding Scouting experience. However, on occasion, a Scout may become disruptive and affect the efforts of many. The intent of the code is to help the Scout understand the Scout Law while affording other Scouts and leaders the opportunity to enjoy their own scouting experience. A disruptive Scout can ruin an otherwise enjoyable time for all. To deal with this issue, the Patrol Leaders' Council has developed a progressive discipline policy with the concurrence of the Troop Committee. Every Scout is expected to live by the Scout Oath and Law. Failure to do so will result in the following actions:

First offense: A member of the PLC reprimands the Scout and the infraction is brought to the Scoutmaster's attention. The Scoutmaster notes the offense.

Second Offense: A member of the PLC reprimands the Scout and a meeting is held with the Scoutmaster or Assistant Scoutmaster or a member of the Troop's Committee. A call is placed to the parent to inform the parent of the infraction.

Third Offense: A member of the PLC reprimands the Scout and a meeting is held with the Scoutmaster and an Assistant Scoutmaster or a member of the Troop's Committee. A call is placed to the parent to inform the parent of the infraction and the parent is asked to come and pick up the Scout. There will be a meeting with the Scout's parent(s) or guardian prior to the next scouting activity.

Fourth Offense: The offense is reported immediately to the Scoutmaster or ASM and the parent(s) or guardian is called to pick up the Scout. The Scout is then prohibited from going on the next Troop event/outing.

NOTE: The penalties stated above are reset at each rank.

Parents, siblings, and guests are expected to conduct themselves consistent with the Scout Law and Oath when participating in scouting events. Any activities or behaviors, which contradict the Scout Law and/or Oath, or endanger the safety of another participant, should be reported to the Scoutmaster or Committee Chair for appropriate action. If the

behavior persists, the Scoutmaster, with the support of the Committee Chair, can bar that person from any further scouting activities.

### **When a Scout, Parent, Leader or Committee Member Have a Concern or Want to Provide Feedback**

From time to time, a scout, parent, leader or committee member may have a concern related to the actions of others in the troop or may want to provide feedback. The following provides recommendations and who you should turn to with your questions, concerns and/or feedback.

Please take the time to understand the BSA *Guide to Safe Scouting*. A hardcopy is available via the Troop and Committee libraries as well as at the Keystone Area Council Scout Store. An on-line version can be found on the troop website. Additionally, please familiarize yourself with the BSA & Troop policies contained in this Handbook as well as the Scout Handbook. If your questions cannot be answered within these resources, please use the following guidelines:

If your concern or question is: 1st Step, 2nd Step (as needed) & 3rd Step (as needed):

#### A Scout over the actions of another Scout

1. Scout should bring this to the attention of the Patrol Leader or Senior Patrol Leader
2. Scout-Patrol Leader/Senior Patrol Leader bring this to the attention of the Scoutmaster or Assistant Scoutmaster
3. Scout-Patrol Leader/Senior Patrol Leader-Scoutmaster-Asst Scoutmaster brings to the attention of the Committee Chairperson

#### A Parent over the actions of another Scout

1. Parent should bring this to the attention of the Scoutmaster or Assistant Scoutmaster
2. Parent-Scoutmaster brings this to the attention of the Committee Chairperson.
3. Parent-Scoutmaster-Committee Chair brings this to the attention of the Chartered Organization Rep.

#### A Scout over the actions of another Parent



1. Scout should discuss with his parent, parent and scout bring this to the attention of the Scoutmaster.
2. Parent-Scoutmaster brings this to the attention of the Committee Chairperson
3. Parent-Scoutmaster-Committee Chair brings this to the attention of the Chartered Organization Rep.

#### A Parent over the actions of another Parent

1. Parent should bring this to the attention of the Scoutmaster or Assistant Scoutmaster
2. Parent-Scoutmaster brings this to the attention of the Committee Chairperson
3. Parent-Scoutmaster-Committee Chair brings this to the attention of the Chartered Organization Rep.

#### A Scout over the actions of a Scoutmaster/ASM

1. Scout should discuss with his parent, parent and scout bring this to the Committee Chairperson
2. Scout-Parent-Committee Chairperson brings this to the attention of the COR
3. Chairperson - Chartered Organization Rep brings this to attention of the Chartered Organization Head

#### A Parent over the actions of a Scoutmaster/ASM

1. Parent should bring this to the attention of the Committee Chairperson
2. Parent-Committee Chairperson brings this to the attention of Chartered Organization Rep
3. Parent-Committee Chairperson-COR brings this to attention of the Chartered Organization Head

#### A Parent or Leader over the actions of a Committee Member (other than Chairperson)

1. Parent or Leader should bring this to the attention of the Committee Chairperson
2. Parent or Leader-Committee Chairperson brings this to the attention of Chartered Organization Rep
3. Parent or Leader-Committee Chairperson-COR brings this to attention of the Chartered Organization Head

#### A Parent or Leader over the actions of the Committee Chairperson

1. Parent or Leader brings this to the attention of the Chartered Organization Rep

2. Parent or Leader-COR brings this to attention of the Chartered Organization
3. Parent or Leader-COR-Chartered Organization brings this to the attention of the Unit Commissioner.

## **Service Hours Policy**

*"If we do not lay out ourselves in the service of mankind whom should we serve?"*

John Adams

Any non-Troop sponsored service activity requires written pre-approval by the Scoutmaster in order for it to be used as credit toward rank advancement. When performing service hours, the following guidelines will apply:

- The service hours necessary for each rank requirement must be performed while you are working on that rank. There are no carry forwards or carry backs. Make sure you include dates when completing your form.
- Non-Troop sponsored service hours performed require a letter or other verification from the service beneficiary to be counted toward rank advancement.
- Record your service hours for each rank in the front of your Scout Handbook or advancement binder.
- Service projects shall be meaningful service not normally expected of a Scout as a part of his school, religious, or community activities."

Remember that a volunteer is a person who performs or gives his services of his own free will. If you volunteer to participate in a service project, you are expected to not only show up, but to actually give service. If you are not willing to actually give service to others, don't volunteer. Keep in mind the Scout Oath and Law when working with others. People's impressions of the Boy Scouts and Troop 198 will be based on how well you work with others. You will have more fun and get more done if you live the Scout Oath and Law as you work.

Wearing of the Field Uniform while giving individual service is encouraged but not required. The Scoutmaster will inform the Troop of the proper uniform for Troop service projects. Assume Field Uniform is proper unless otherwise advised.

## **Troop 198 Rules Summary**

- The Scout Law is the basic standard of conduct at all times.
- The correctly worn Field uniform is expected for all Troop functions except where specifically noted. Field uniform is worn traveling to and from outings (Scout shirt, pants, and belt).

- Activity uniform is acceptable for some activities. Activity uniform consists of a Boy Scout T-shirt (from camp, scout shows, special events, etc.), and shorts. Troop 198 has their own T-shirt that you can buy if desired.
- The Scoutmaster / Assistant Scoutmaster / Committee Member in charge of an outing, meeting or activity has the authority to send any boy home for disruptive / dangerous behavior at any time.
- SPL / ASPL / JASM / PL directions are to be followed as if they had come from the Scoutmaster.
- Abusive or foul language will not be tolerated at any time, for any reason.
- Equipment borrowed from the Troop is to be checked by and returned to the Quartermaster in as received condition or better, not later than the first meeting after an outing.
- Boys are expected to be picked up promptly after a meeting and outing. Thirty minutes after arriving home from a scout activity, it will no longer be considered a scouting event.
- No electronic devices are allowed at scout events (including meetings) without prior permission of the Scoutmaster, Assistant Scoutmaster or, in their absence, the Tour Leader in charge. This restriction includes radios, CD players, MP3 players, gameboys, cell phones, etc. Adults are permitted to carry cell phones and electronic devices for safety purposes only.

## **Equipping Your Scout**

Please do not go out and buy a lot of equipment! The Troop supplies cooking pots and utensils, dining flies, propane stoves, lanterns, fuel, patrol boxes, tents, etc.

### Your Scout NEEDS:

Uniform –

Sold at the Keystone Area Council Scout Shop. Uniforms are also available from the Troop and on eBay. You'll need the shirt right away, short or long sleeve, belt and pants (BSA switchbacks are recommended as they are pants and shorts in one). On the shirt you will need the Council patch, the numbers 198. The American Flag comes on the shirt already in most cases. You will also need red shoulder epilates for the shirt. If you shop at the Scout Shop, they'll know exactly what you need as long as you know your Troop #198.

*Boy Scout Handbook* – Get it right away from the Scout Shop. Encourage your son to read the book in sections, beginning at the front. Read it with your son so you learn more about Scouting also. Every rank requirement the Scout fulfills gets signed off in his book. If he doesn't have a record of achievements things may forgotten. The inside cover or first page of the Handbook can also be used to keep track of overnight camping, service hours and other troop activities that your son needs for rank advancement. It is up to him to keep track of these advancement requirements. The preferred method of keeping track

of outings, service hours and activities is to use the tracker form available on the troop website. The book is also a wealth of information about how Boy Scouts work and play.

Your Scout may WANT:

Knife – Please hold off providing a knife to your son. Even though this is one of the first things the boys ask for, Scouts are not permitted to carry knives until they have been trained and have passed the Totin' Chip requirements. This is usually done during their first year at summer camp, approximately 3 months after joining the troop. When completed, a folding pocketknife is permitted. Sheath (fixed bladed) knives are not allowed.

Boy Scout *Field Book* – Not required but an excellent source of information on outdoor skills.

Boy Scout Requirements Book – Published annually by the BSA, it is an excellent resource when reviewing Merit Badge requirements and determining which Merit Badges your son would like to pursue.

Mess Kit – This is a personal cooking and eating kit with a plastic cup and metal pans an aluminum plate and plastic bowl. The kit fastens together for compact carrying. The Scout Kit is very good. Some cheaper ones don't necessary, stay together. However, scouts must have their own plates/bowls/cup and utensils on every outing. Please make sure your scout's name is on each piece in his mess kit.

Vittle Kit – This is a fork, knife and spoon that fasten together. Scout set is great, some others are not. Same as the mess kit, you can substitute (don't send part of your good flatware set, you may never see it again).

Flashlight – One that is bright but easy to carry in a belt loop holder is recommended.

Sleeping Bag – Ask around before you buy, the leaders know what type is best for the Troop's style of camping. Weight, warmth, and fiber are all important factors.

Insulated Mat – It gives a little cushion and insulation from the ground. Many types range from pieces of foam to self-inflating air mats. Whatever the Scout uses, he may have to carry – sometimes for many miles whilst backpacking.

Tent – The troop at this time provides tents but some Scouts and families prefer to use their own which is acceptable.

Hiking Boots – Please do not purchase expensive hikers for your sons. Sensible walking / hiking boots that are waterproof if they have decent support are recommended. Your Scout will one-day stop growing, at which point you can consider expensive boots. Until then, use what they have. It's better to hike in a boot with mild support than to tear your feet up in boots that don't fit.

Compass – Compasses are recommended, we use them often and can be shared. Ask the leaders for the best type if you decide to purchase one.

Backpack – The troop has a few small ones owned by the Troop and others may be borrowed. Backpacks need to be sized for the boy and can be quite expensive. A backpack will be needed only when your scout does long distance hiking and overnight backpacking. Duffel bags are good for most campouts.

All gear should be marked with your Scout's name.

Places equipment can be purchased (not a complete list):

Dick's Sporting Goods   EMS   Wildware Backcountry   Campmor.com  
Keystone Area Council Scout Shop   Cabela's   Bass Pro Shop  
Gander Mountain   REI.com

### **Personal Equipment Check List (good for most overnight/weekend outings)**

- Sleeping Bag (pack in water resistant bag, trash bags are fine)
- Foam (closed cell) or air mat (if required)
- Pillow
- Basic first aid supplies (always)
- Poncho/rain gear (always)
- Mess Kit (plate/bowl/cup)
- Vittle Kit (fork, knife, spoon)
- Canteen with water (1 liter)
- Pocket knife (after earning Tot'n Chip card)
- Bug repellent (summer)
- Sun block (summer)
- Scout Handbook and small notebook, pencil or pen (always)
- GORP (good old raisins and peanuts, trail mix) or other easy snack
- Money (if recommended by leaders)
- Toothbrush & paste
- Comb
- Personal Medicine (to be kept by leaders)
- 1 Large and 1 Small Plastic Trash Bag
- Hat (hot or cold)
- Uniform as required (normally Field Uniform)
- Boots/sneakers
- Extra Socks
- Wool socks (winter)
- Long Johns (Polypropylene work best in winter)
- Long pants/shorts

- T-shirts/warm shirt
- Jacket, coat or sweatshirt
- Extra Underwear
- Sleep clothes
- Flash light with extra batteries
- Compass (if recommended)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Scoutmaster's Helpful Hints

- If you want it to stay dry, pack it in plastic
- The scout is going on the trip, not the parent. Let the scout pack his own gear! He won't learn if Mom or Dad packs for him (First year scout, parents can check his gear)

### **Patrol or Group Equipment**

- Tent(s) (with stakes and poles)
- Ground cloth
- Food
- Cooking utensils
- Patrol Box(es) (check to see it has what you need)
- Stove
- Propane Fuel
- Dining Fly
- Trash Bags
- Matches
- Kitchen clean up gear
- Troop first Aid Kit (always)
- Soap and cloth for dishes

### Some things to keep in mind when packing

- If you don't *need* it, don't take it.
- Select clothing for layers –traps the warm air
- Packing all clothing in plastic bags is a good idea
- Zip-lock bags are also great for keeping bug repellent and other gunky stuff from leaking on your gear
- Pack a dry set of clothes (especially underwear) – (put in zip-lock bags).
- Backpackers keep it light; make sure one set of clothes is dry even if you already wore it. Stick the dirty ones in the zip-lock
- Basic first aid kits –

- Band-Aids, moleskin, needle and thread (for your gear, not you), pack so you can get it fast.
- Don't smell like food! All those good smelling deodorants, shampoos, hair goo, etc. smell good to bees, bugs, bears, and other assorted critters. If you don't smell like food, they won't be as eager to taste you. Remember NEVER take food into your tent. You have no idea what kind of critters you will attract!
- Parents: Let the Scout pack his gear so he knows what he has and where it is. The worst thing he can say to a leader is that his **mother** forgot to pack something. A Scout learns by making mistakes, sometimes, if it's not life threatening, it is best to let him forget something like his mess kit. If you want to check his gear for first few times, have him gather everything and lay it out next to the pack. You check it and then let him pack it. It's easy to see what was forgotten by looking at what is left on the floor where he laid it out. Remember it's the scout's responsibility pack his own gear.

Note: This is a general list to help jog your memory. You do not need everything on this list for every outing, nor does this list have everything you may need for every outing.

### **BSA Troop 198 Outings Policy**

When new events are proposed or being planned, the following timeline should be followed:

1. Scoutmaster or his designee will communicate event/outing intentions to the Outings Coordinator/Asst. Outings Coordinator a minimum of 6 weeks prior to the anticipated event/outing date.
2. The Outings Coordinator will review with the Scoutmaster or his designee the related Safe Scouting requirements for the event/outing and identify the supervision, transportation, logistics, payment, medical form and related requirements surrounding the event. A list of volunteers and the training that they have taken will be on file to help make sure all of the safety requirements are met.
3. The event/outing leader(s) will be identified three weeks prior to the event allowing sufficient time for review of driver insurance forms, supervisory/instructor related requirements, safety requirements/guidelines and processing of the tour permit. The identified event/outing leader will coordinate with Treasurer necessary information for event fees including whether a check is needed and who the check is to be made out to.
4. Event/Outing permission forms will be distributed to the scouts at least three Troop meetings prior to event/outing date. Included on the permission form are to be the event date, departure and return times, cost per scout/adult, and any special safety requirements.
5. All permission forms and payments are to be received a minimum of one week prior to the event/outing date (preferably two weeks). Handing the permission slips in earlier should also be encouraged.

6. Drivers will be identified and secured a minimum of five days prior to the event/outing date.
7. Insurance information and contact information will be kept up to date and reviewed with the parents annually. A first aid kit and the boys' medical information will accompany the Tour Leader on all trips and will be available at all meetings.
8. Lists of food items to be purchased for a camping trip or other event will be forwarded to the designated Scouts responsible for food. The food purchases will be made the week prior to campout on an agreed upon date.

Privacy Policy for Personal/Health Information  
(Version 02/22/07 Committee Adopted)

Objective:

To provide a process and set of practices to ensure that adult and youth personal and personal health information is protected and used solely for its intended purpose.

Definitions:

Personal Information: Social Security Number, Driver's License Number, Date of Birth, Phone Numbers, Addresses, E-mail addresses, Employer, Individual/Family Financial Information (e.g. income, tax return records, etc.) and any information deemed "personal" by the individual Scout, Parent or Leader.

Personal Health Information: Any information describing an individual's health or health care insurance such as that contained on BSA Class 1, 2 & 3 Medical Forms, Troop Outing/Activity Permission Slips, physician statements and personal correspondence.

Policies and Procedures:

1) Personal Information

- a) Documents submitted to the Troop containing personal information will be stored in the Troop's locking file cabinet.
- b) Troop contact information is to be shared only with registered scouts, their parents/guardians and registered adults. This information is to be limited to name, age, date of birth, address, phone numbers, e-mail, rank and position in the Troop (i.e. the information maintained in the Troops Scout-Parent and Committee-Leader Rosters)
- c) Personal information, to the extent it is needed, will be shared with Tour Leaders and Tour drivers for use in case of medical emergency or vehicle malfunction in route to/from an outing or activity.
- d) All personal information should be marked "Confidential"
- e) Under no circumstance is personal information to be shared with anyone not registered with the Troop unless expressed (verbal or preferably written) permission is granted by the scout's parent or the registered adult.



2) Personal Health Information

- a) Personal Health information submitted by registered scouts, their parents and registered adult leaders will be kept confidential.
- b) Personal Health information is required to travel with the registered Tour Leader on an outing or activity and be available for troop/patrol meetings in case of medical emergency. It will be the responsibility of the Tour Leader to protect the confidential and private nature of this information and solely share, in part or in whole, this information in the event of a medical emergency on a need-to-know basis.
- c) Personal Health Information is to be shared only in the event of an emergency and as authorized on the outing permission slip by registered adult, parent or guardian with medical professionals and outing leaders on a need-to-know basis.
- d) When Personal Health Information is no longer needed (i.e. updated forms received or one year after the scout/adult leaves the Troop, the outdated record is to be turned over to the Committee Chairperson or his/her trusted designee for destruction (e.g. shredding, burning).
- e) Other than that stated above, under no circumstance is personal health information to be shared with anyone unless written permission is granted by the scout's parent or the registered adult.

BSA Troop 198  
Emergency Communications Plan  
(Version 02-22-07 adopted by Committee)

## **Objective**

To ensure receipt of complete and timely communications in the event of medical emergency, vehicle accident or change in outing/activity plans avoiding confusion and inconvenience to participants and family members.

## **Categories of Emergency Communications**

Medical Emergency: When a scout, leader, committee member and/or parent are seriously injured or experiencing severe physical symptoms requiring medical attention.

Vehicle Accident: When traveling to/from an outing or event, a vehicle participating in the event/activity is involved in an accident (with/without medical emergency).

Change in Plans/Logistics for Outing/Activity: When the previously communicated plans for an event or activity change one to twelve hours before the time of the event. Examples include weather canceling or postponing the event, drivers unable to participate, change in materials required, lack of two-deep leadership or a ratio of one adult to ten scouts, etc.

## **Medical Emergency Communication Plan**

- 1) Seek immediate medical attention first as directed by permission slip and medical form.
- 2) Ensure one preferably two adults travel with person experiencing medical emergency.
- 3) Once stabilized, the attending adult (or second adult), notifies Scoutmaster or Tour Leader and conveys the following:
  - a) Name of person requiring medical attention.
  - b) Nature of medical emergency.
  - c) Condition of person and next actions (e.g. admission, release, move to another facility, etc.)
  - d) Attending physician name, location and phone number, if applicable.
  - e) Location of hospital and phone number, if applicable.
  - f) Details surrounding what lead up to medical emergency, if known.
- 4) Scoutmaster or Tour Leader will then call parent or relative as directed on the permission slip or medical form and communicate information from 3.a –3.f.
- 5) If parent or relative is unavailable, leave a voicemail for them to contact you and a number where you can be reached. Also convey that they can speak with Committee Chair in the event you are not available.
- 6) Scoutmaster or Tour Leader is to then phone Committee Chairperson and communicate information from 3.a. – 3.f.

- 7) If you do not speak directly with the parents, relative or Committee Chairperson, repeat steps 4 and 6 every 30 minutes.

### **Vehicle Accident Emergency Communications Plan**

- 1) If possible, ensure passengers are removed from vehicle and off the road far enough away so as not to be in any further danger from passing vehicles.
- 2) If injured, phone 9-1-1 and secure medical assistance.
- 3) Once driver and passengers are stabilized and/or removed from accident scene to side of road, driver or most senior adult/scout passenger if driver is unable, is to contact Scoutmaster or Tour Leader to communicate the following:
  - a) If injuries –follow steps for Medical Emergency Communications Plan for each injured person.
  - b) If no injuries and vehicle is not drivable:
    - i) Call Scoutmaster or Tour Leader and communicate the following:
      - (1) Your location
      - (2) The phone number where you can be reached.
      - (3) The number and names of individuals requiring transportation
    - ii) Scoutmaster or Tour Leader contacts one of or more of the parents/relatives of the passengers as designated on the permission slip and arranges for them to travel to the location to pick up one or more of the passengers to return them to their home.
    - iii) Scoutmaster or Tour Leader is to phone Committee Chairperson and communicate the following information:
      - (1) Nature of accident
      - (2) Persons involved
      - (3) Location
      - (4) Name of driver
      - (5) Phone number of driver
      - (6) Phone number where Committee Chair can reach Scoutmaster or Tour Leader.
      - (7) Repeat step 3 if you are unable to speak in person with any of the above.

### **Change in Plans Emergency Communications Plan**

- 1) Person changing the plans (preferably the Tour Leader) is to call the Scoutmaster, Tour Leader, Committee Chair, Senior Patrol Leader and Secretary or Communications Coordinator and communicate full details of the change and its impact on the activity.
- 2) The Scoutmaster or Tour Leader coordinates via phone with the Senior Patrol Leader, Committee Chair and Secretary/Communications Coordinator
  - a) The nature of the change
  - b) Its impact on the activity/outing (cancel, later start, new meeting place, etc.)
  - c) Who needs to be contacted and assigns to the SPL, Committee Chair and Secretary/Communications Coordinator an equal distribution of people to be

- contacted. (e.g. 10 individuals participating in event –SPL contacts persons 1-3, Committee Chair contacts persons 4-6, Secretary contacts 7-10 and sends an e-mail blast to all participants)
- d) If you do not reach the people contacted in person, leave a voice mail asking them to call you to acknowledge receipt of the information.
  - e) Once an hour, the SPL, Committee Chair and Secretary will provide a phone update to the Scoutmaster or Tour Leader identifying those people who have acknowledged the change.
  - f) Repeat 2.c.-2.e every hour until all effected persons have acknowledged.

**Reminders:**

- 1) Scoutmasters, Tour Leaders and Drivers need to keep with them a copy of the most current version of the roster as it contains the emergency phone numbers and personal information of the scouts and adults.
- 2) The Tour Leader is to carry with them the signed permission slips and medical forms for each of the scouts participating in the outing or activity. Always ensure acknowledgement that full information has been communicated and understood!
- 3) Tour Leader should have a copy of Tour Permit receipt at all times during the Outing.

**TROOP 198**  
**SCOUTMASTER CONFERENCE GUIDELINES**  
**August 2008**

- I. A Scoutmaster's conference is a time when the Scout and Scoutmaster can sit and have a quality discussion without interruptions.
  
- II. Only the Scoutmaster may hold a conference with the Scout, unless a particular conference is delegated to a particular ASM by the Scoutmaster.
  - A. A delegation of the SM conference responsibility is the exception, not the rule and will be done only under extraordinary circumstances.
  - B. Sometimes the SM, at his<sup>1</sup> discretion, will request an ASM or other leader to participate in the SM conference.
  - C. The conference shall be conducted with a third person nearby to comply with BSA Youth Protection Guidelines.
  - D. The SM will not participate at all in the conference of his own son.
  
- III. Scout Uniform and Related Items:
  - A. The Scout and SM will attend the conference in complete BSA field uniform with merit badge sash and neckerchief (Class "A" uniform).
  - B. Every attempt will be made within the troop to assemble a complete uniform for a Scout who may not have the financial resources to do so on his own. A Scout should appear with as complete a uniform as possible.
  - C. A Scout should appear with proper patch placement on his uniform.
  - D. A Scout should appear at every SM conference with his BSA Handbook, pencil/pen, paper and his personal "advancement binder".
  
- IV. A Scoutmaster's conference may be called for, at any time, by either a Scout or the Scoutmaster, if either feels the need for a meeting.
  - A. Usually a Scout will ask the Scoutmaster when he would be available for a conference.
  - B. It is a good idea not to wait until just before a Court of Honor to ask for a Scoutmaster's Conference for advancement, because sometimes the Scoutmaster may not have time to get everyone in.
  - C. The Conference itself generally lasts between 15 and 30 minutes, depending on the Scout's rank.

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<sup>1</sup> Wherever the masculine gender is used with reference to the Scoutmaster, it shall be deemed to include the feminine.

- V. The conference location
  - A. The conference may be conducted at the home of the Scout.
  - B. The conference may be conducted at troop meetings.
  - C. It is difficult to hold the conference on outings, but that sometimes happens.
  - D. While the conference is between the Scout and the Scoutmaster, it should be conducted with a third person nearby (within visual sight distance) to comply with the BSA Youth Protection Guidelines.
  
- VI. There are several reasons for having a Scoutmaster Conference.
  - A. It may be held just so the Scout and Scoutmaster get to know one another better.
  - B. It may be held to try solving a problem the Scout or Scoutmaster may be having.
  - C. One is required for every rank advancement before a Scout may go before the Board of Review.
    - 1. For Rank Advancement conferences, the Scout should tell the SM that he has completed all of the rank skill requirements and is ready for a SM Conference.
    - 2. Most rank advancement related conferences should be able to be held within ten (10) days of the initial request. The Scout should plan accordingly.
    - 3. A Scout should complete all requirements for the next rank before requesting a rank advancement related SM conference.
  
- VII. Few Scouts actually "fail" a Scoutmasters Conference, and in general when that does happen there is agreement between the Scout and Scoutmaster that the Scout is not quite ready to advance. There are, however, several topics that the Scoutmaster tries to cover in a rank advancement related conference. These are the most common types of conferences held.
  - A. First the Scoutmaster likes to **just talk** with the Scout about scouting, the Troop and his Patrol.
    - 1. Are things going well, does the Scout have any suggestions to improve the Troop or Patrol, or any problems in the Troop.
    - 2. How is the Scout doing in school, and what other activities is he involved in.
  - B. **Scoutcraft skills** are important to learn and remember, as older Scouts are expected to teach younger Scouts. The Scoutmaster needs to get a good feeling that the Scout really knows his skills. The higher the rank the more important this is.

1. The Scoutmaster usually asks a Scout to explain how he completed the requirements or demonstrate the skills for two or three requirements from the rank the Scout is attempting to earn.
2. Frequently the Scoutmaster will go back a rank or two and ask the Scout to demonstrate that skill.

C. **Scout Spirit** becomes increasingly more important as a Scout advances in rank and/or gets older

1. A Scout is expected to understand and live up the **Scout Oath and Law**. Frequently the Scoutmaster picks a couple points and asks the Scout to explain them and tell how he is actually living up to them.
2. The **Scout Slogan** ("Do a Good Turn Daily") is almost always discussed and the Scout asked what he did today.
3. The **activity of the Scout** in the Troop/Patrol is also very important considerations.
  - a. Has the Scout attended regular troop/patrol meetings and activities to fulfill the "be active" requirement of the rank (if applicable)?
  - b. Does the Scout take part in service projects?
4. Leadership responsibilities - Is the Scout **helpful** and actually fulfilling his **Troop/Patrol leadership responsibilities** to the best of his abilities?
  - a. All Scouts should have a leadership role in either the Troop or the Patrol.
  - b. A Scout should appear at the rank advancement conference prepared to discuss and/or show how he has fulfilled his troop/patrol "serve actively" leadership responsibilities (if applicable).
5. Does the Scout **show his spirit** by wearing his full uniform properly and proudly?
6. Is the Scout **friendly to and considerate** of others?

D. Goal Setting is also a part of Scoutmaster Conferences.

1. The requirements for the next rank are reviewed and discussed as far as what will be necessary to complete the requirement.
2. The Scout is asked to set a Goal (date) for the completion of the next rank, and the planning for achieving the goal is discussed.

## TROOP 198

### HINTS ON THE “DEMONSTRATE SCOUT SPIRIT” REQUIREMENT

August 2008

If you look in your Boy Scout Handbook at the rank requirements, most of them are pretty straightforward -demonstrate first aid for serious burns, tie a bowline, earn 6 merit badges, etc.

There's an added, more ambiguous (look it up!) requirement: **Demonstrate Scout Spirit**.

Now the Scoutmaster anticipates questions on what exactly "*Demonstrate Scout Spirit*" means. No, it does not mean that on Halloween you dress up as the ghost of Baden-Powell (or any other famous Scout Spirit...).

The first thing you need to understand about *Scout Spirit* is that even though the requirement looks the same for each rank, it's really different - *Scout Spirit* for Life Scout is very different (and much harder) than *Scout Spirit* for Second Class. You'll discover that the Scoutmasters will only sign you off for one "*Scout Spirit*" requirement at a time, because each one is harder than the next.

The other thing that you will notice is that unlike almost all the other requirements, you can never convince a Scoutmaster to sign off the *Scout Spirit* requirement on the spot. Tie a bowline, and he'll sign that off; show him your merit badge cards and he'll sign off that requirement for Star, but he'll never just up and sign off that pesky *Scout Spirit* one. That's because you must demonstrate *Scout Spirit* in your everyday life, not in the few minutes you're talking to the Scoutmaster. What happens is that at meetings and especially on campouts, the Scoutmasters are like Santa Claus -they're always watching you,



to see when you are naughty or nice. *Scout Spirit* should be demonstrated at all times, and generally this requirement is one of the last ones to be signed off for any rank. Scoutmasters will want to see the appropriate *Scout Spirit* for some period of time before they sign off the requirement. For Tenderfoot and Second Class that may only be for a campout and the last few meetings, but for Eagle it may be for several months.

What are they looking for? Believe it or not, there's a "Scoutmaster's cheat sheet" that the Scoutmaster and his friends all have to give us some idea. Here's just a few of the things we look for: By the way, we expect Scouts to not only follow the items listed for that rank, but also all the items for the previous ranks.

### **Tenderfoot & Second Class**

- Do you actively participate in lots of troop activities regularly ?
- Do you come to "work" activities like service projects and meetings, as well as fun nights?
- Do you try not to complain or put other people down, even when you feel bad or you have to do a task like cleanup?
- Are you willing to try new things, and keep trying even when you don't succeed at first?
- Do you pay attention when we need you to, and know when to stop what you're doing to help out?
- Do you come prepared for campouts? Do you keep track of your stuff, or loose it a lot?
- Do you never bully, harass, or joke around with other Scouts unless they are willing & happy participants?.

### **1st Class**

- A first class *Scout Spirit* Scout must never complain about weather, or work, or cleanup, and must never gripe or "whine" when a leader makes a decision they don't like.
- A Scout must never criticize others harshly, or make fun of other Scouts whose skills aren't as good.
- Do you handle normal personal tasks and patrol tasks (cooking, camp setup & tear down, getting water, etc.) *without* being asked?
- Do you keep an eye on others in the troop and help them out - like pick up their garbage, or quietly returning stuff they forgot or left out, so that the Scoutmaster doesn't get it?

- Do you sometimes lend a hand teaching new Scouts some of the basics (and can you do it without yelling)?
- Are you starting to help out your patrol leader & the troop by offering ideas for events, and helping to organize & call people when needed?
- Do you listen & learn well when a Scoutmaster or more advanced Scout tries to teach you something, or do you play "know-it-all"?
- Do you demonstrate *Scout Spirit* at home and in school?

## Star

- For Star rank, you have to serve actively in a troop leadership position. Did you serve well and help out the troop, or did you miss meetings, show up unprepared, not get things done, etc.?
- Are you starting to show the kind of leadership a First Class Scout should show? Do you help organize other Scouts to get things done at campouts (like put up dining flies, set up campfires, etc.)?
- Do you watch out for other Scouts and make sure they're doing OK - on the trail, in camp, etc.?
- Can you be relied on to finish what you start?
- Are you always ready to assist and be helpful when you see something that needs doing, or do you just "hang out" with your buddies?

## Life

- As a troop leader (even if you don't hold an office), do you actively take up leadership when you see something that needs doing?
- Can you organize & coordinate other Scouts of all ages (without yelling)?
- Are you a major player in the "behind-the-scenes" work that makes the troop run - organizing equipment, making camping arrangements, setting up activities for the PLC?
- Are you a good, patient teacher and example to younger Scouts?
- Are you involved in your school or in the community as a volunteer?

## Eagle

- Do you participate actively in troop activities?
- Do all the adults and Scouts treat you almost as if you were another Scoutmaster?
- Are you involved in your school and community as a leader?

To demonstrate "*Scout Spirit*" means to live up to your word and be Trustworthy, Loyal, Helpful at all times! Good luck, & keep working on that Spirit at every meeting and campout.