

BOY SCOUTS OF AMERICA Bay Area Council



TROOP 442 POLICY GUIDE

A guide for Scouts and Parents

TROOP 442

HELPFUL NOTES

BOOKMARK www.bactroop442.org for the Troop's monthly calendar, policies and information.

REGISTER AS A MEMBER OF bactroop442@yahoogroups.com. Outside of Troop meetings, this is the key Troop information and activities resource for scouts and adults. Be sure to register.

TELEPHONE & E-MAIL ROSTERS updated and posted on bactroop442@yahoogroups.com.

UNIFORMS: Please follow the uniform guidelines below:

Full Class A - Worn for formal occasions (Courts of Honor, SMCs, BORs, Troop elections, public and scout ceremonies). Consists of: tan scout shirt, green regulation scout shorts or pants, scout belt and buckle, scout socks, red neckerchief with blue trim and slide, red or green shoulder epaulets, and merit badge sash.
Scouts of all ranks are encouraged to wear the regulation green shorts/pants with Boy Scout socks. **ALL RANKS STAR AND ABOVE ARE REQUIRED** to wear regulation green shorts/pants. Ranks below Star are allowed to wear jean or cargo style pants/shorts in place of the green shorts/pants.

Class A – Semi-Formal (All Troop meetings unless otherwise announced, flag postings, service projects, traveling (as designated by event Scoutmaster)). Same as Full Class A except no sash and jean/cargo style pants/shorts are allowed.

Class B – Casual (Occasional Troop meetings, camps, service projects, traveling (as designated by event Scoutmaster)), Consists of approved Troop red polo shirt or Troop t-shirt, scout socks, and shorts or pants. Shorts/pants can be the green scout shorts/pants or jean/cargo style shorts/pants.

Class C - Any Shirt that does not fall in the above classes. (Work days, campouts, traveling (as designated by event Scoutmaster), etc.). Shirt should support scouting themes.

Notes:

- A hat is not required for any of the uniforms. The Troop has its own red hat with logo and it may be worn with any uniform. Non-scout caps are not to be worn.
- Shoes **are required** to be closed toed to prevent injury.

MEETINGS: Tuesday 7:00-8:30 PM. Meetings start promptly. Please be on time.

INFORMATION TABLES WILL BE SET UP AT THE BACK OF EACH MEETING. Sign up for various activities, pick up information, sign up for SMCs and BORs. Ask questions.

PLASTIC BASEBALL CARD HOLDER SHEETS are a good filing system for merit badge cards. You must keep ALL of your paperwork so it is available for review prior to advancement to Eagle rank.

ADVANCEMENTS: SCOUTS MUST SCHEDULE, at least ONE WEEK IN ADVANCE, all SMs and BORs. Sign up at the information table.

SILENCE IS GOLDEN: Please refrain from talking during the Opening/Announcements/ Closing.

TROOP COMMITTEE MEETINGS: All parents are encouraged to attend. We value and need your input!!

Table of Contents

Section 1.	Welcome
Section 2.	Policies
Section 3.	Terms and Abbreviations
Section 4.	Troop Committee Positions
Section 5.	BSA and Troop Uniforms
Section 6.	Discipline
Section 7.	Advancement
Section 8.	Merit Badges
Section 9.	How to Pack for a Weekend Campout/ Camping Rules of the Road
Section 10.	Appendix - Forms & Other Important Stuff

Section 1. WELCOME

On behalf of the Scouts, Adult Leaders, Troop Committee and the Charter Organization of BSA Troop 442, we sincerely welcome you into our Troop. For those continuing the path of Scouting from Cubbing, we hope to provide the challenges to enable your child to grow in Boy Scouts. For those new to Scouting, you will find a program that encourages your son to grow into the ideals formulated by Lord Robert Baden-Powell, the founder of the Scouting movement, and William D. Boyce, the man who brought the ideals of the Scouting movement to the United States. Those ideals are Duty to God, Duty to Country and Duty to Family. We accomplish this by stressing the "Patrol Method" and by providing an exciting outdoor program combined with locally taught Merit Badges which will teach your child about a variety of interesting topics that will make his world that much larger.

Please take some time to sit down with this guide and review its contents. Keep it in a place where you can refer to it about common questions and answers. This guide is not intended as a be-all and end-all guide to scouting by rather as our attempt to answer the most common questions. DO NOT hesitate to ask any Committee member, an Assistant Scoutmaster or any other individual for assistance. You can even test our effectiveness by asking one of the "Boy Leaders" and see how well he answers your question. We know you have a world of questions so please feel free to ask for information or help of any kind.

The primary purpose of this guide is to assist you in helping your Scout adhere to the Boy Scouts of America's official Motto: BE PREPARED. Your part is to provide the support and encouragement that is needed for him to make it all the way to Eagle. You will note in the enclosures and the front cover we have furnished Adult Leader membership forms. It is likely your involvement provided that extra push to get your Scout this far, your continued involvement will help him make it the rest of the way.

We hope this guide answers most of your questions and that Troop 442 is the right troop for you. We look forward to the many exciting adventures we will be sharing together with you and your scout.


William D. Gillespie
Scoutmaster

Joe Rowden Jr.
Troop Committee Chairman

Section 2. POLICIES


1. **REGISTRATION.** To participate as other than a visitor, you and your child must be a registered member of BSA Troop 442, either as (1) a Webelos transferring to the next level of Scouting, (2) a youth interested in beginning the path of Scouting, (3) or a Scout transferring from another Troop. Membership is obtained by submitting a completed Boy Scout application (for those under 18 years of age) or an Adult Leader application (for those over 18 year of age) and the payment of the appropriate funds to the Membership Chairman. Scouts and adults must register annually during Rechartering each December to maintain membership. Costs of joining are found in this policy section and vary from year to year according to the status of the individual Scout, costs imposed by BSA, and Troop operational fees.
2. **MEDICAL INFORMATION.** Medical forms must be submitted to complete registration. BSA provides basic supplemental insurance coverage up to \$5000 which only covers registered Scouts and adults with completed medical forms at Scouting activities. Types of forms and their uses are described below.


Policy on Use of the Annual Health and Medical Record

In order to provide better care for its members and to assist them in better understanding their own physical capabilities, the Boy Scouts of America recommends that everyone who participates in a Scouting event have an annual medical evaluation by a certified and licensed health-care provider—a physician (MD or DO), nurse practitioner, or physician assistant. Providing your medical information on this four-part form  will help ensure you meet the minimum standards for participation in various activities. Note that unit leaders must always protect the privacy of unit participants by protecting their medical information.

Note: This record is provided as a fillable PDF, and members are encouraged to fill it out on their computer, then print the record (rather than printing the record and filling it out by hand). Doing this will improve the readability and accuracy of each member's medical information. For additional information about safeguarding your medical information, click here.

http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf

Parts A and B  are to be completed at least annually by participants in all Scouting events. This health history, parental/guardian informed consent and release agreement, and talent release statement are to be completed by the participant and parents/guardians.

Part C  is the physical exam that is required for participants in any event that exceeds 72 consecutive hours, for all high-adventure base participants, or when the nature of the activity is strenuous and demanding. Service projects or work weekends may fit this description. Part C is to be completed and signed by a certified and licensed health-care provider—physician (MD or DO), nurse practitioner, or physician assistant. It is important to note that the height/weight limits must be strictly adhered to when the event will take the unit more than 30 minutes away from an emergency vehicle, accessible roadway, or when the program requires it, such as backpacking trips, high-adventure activities, and conservation projects in remote areas. See the FAQs for when this does not apply.

Prior to participating in a Troop activity or campout, the parent should ensure that the SM in charge for that event and the Troop's medical assistant are reminded and aware of the medication needs of the scout. Instructions for taking medications should be clearly defined on the BSA Medical Forms, Parent or Guardian Activity Approval Form/Camping Permission Form, or included with the medication taken on a Troop activity or campout. Scouts are not allowed to possess medications except for asthma inhalers with approval from the parent/guardian. Medications must be clearly labeled and given to the assigned Medical Assistant. Medications are kept under the control of the Medical Assistant at any Troop activity and are stored in a labeled container.

3. BOY SCOUT HANDBOOK. Please take a few minutes to review with your son the pullout section in the front of the Boy Scout Handbook called "How to Protect Your Children from Child Abuse and Drug Abuse: A Parent's Guide". Your initials on Page 4 of the Handbook under "Joining Requirements" are one of the Scouter rank advancement requirements; advancement will be delayed if your initials are missing. Purchase of a black nylon book cover from the Scout shop, though expensive at first, will be a long term money saver as it will preserve the handbook very well. **It is highly recommended that you occasionally make a copy of the rank requirement pages signed by the SM.** If a scout loses his handbook or the book gets soaked on a campout, the recreation of his handbook is significantly easier if there are copies of these pages.

4. LEADER TRAINING. BSA requires all active Adults to obtain Boy Scout Youth Protection Training (YPT) All Adults intending on being ASM also need Fast Start Training, Scoutmaster Fundamentals and IOLS . Troop membership averages +70 Scouts and 30+ registered adults. The successful operation of our large group depends on the trained leaders that the **PROVEN** Scouting program offers. Adults are registered as Assistant Scoutmasters, Merit Badge Counselors, or Committee Members. . The Troop is privileged to have so many active parents, and always welcome more. Training opportunities are available at regular intervals through the Troop/District/Council offices. YPT training is only offered online at <https://myscouting.scouting.org>

- NOTE:** A high level of adult participation does not mean that a parent can consistently drop their Scout for 1-2 hours a week and assume that he is fully taken care of for his entire Scouting career. PLEASE set aside time each Tuesday night or during the week to review with your Scout his progress and provide additional assistance/encouragement for him to meet his advancement goals. Considerably more advancement/growth is experienced by boys who have active parents.

5. UNIFORM. Scouts should attend all meetings/events in the appropriate uniform. (See BSA and Troop Uniforms, Section 5.)

6. BOY-LED TROOP. **The Troop is boy-led and run by the Patrol method which means adults are there for assistance and gentle guidance. Scouts are primarily responsible for the meeting plans, camping activities and advancement coordination. Patrols may meet as a group for a short time before, during or after each Troop meeting. Separate Patrol meetings away from the church are encouraged but do require "Two Deep Leadership" (See the Safety section). A caution for some things you may witness: being "boy-led" means that we sometimes let an event or activity suffer and allow the Scouts to teach themselves though trial and error. It can be difficult to sit though these situations and we carefully monitor them to see that the lesson learned meets the situation, and that too much suffering (on the Scouts as well as the Leaders) is avoided.**

7. MEETINGS. Meetings are on Tuesday night from 7:00-8:00 PM at FUMC. Merit badge classes may be offered before, during, or after the meeting, or at alternative scheduled times. Due to the size of our Troop, we normally meet in the gym 3 weeks each month. Patrol meeting night can be any night that the patrol chooses and at a location of their choice

8. RESIDENCE CAMPS. There are typically 3 resident camps (5-7 days) offered by a local or nearby council. Camps may occur during the summer, fall, and winter. Camp Karankawa usually holds Fall Camp during the five days prior to Thanksgiving and Winter Camp during the week between Christmas and New Year's Day. Summer camps are held in a variety of locations, both in and out of Texas. We attempt to "push the envelope" in regard to bringing adventure to the boys. The location of the long term summer camp is limited only by the willingness of the Troop Committee to make it happen. Your input here is always welcome.

The policy for registering and attending a resident camp is as follows:

- a. Camp registration dates are set by the SM and Outdoor Coordinator in order to comply with various payment deadlines set by camps and to achieve reduced registration fees. Registration and payment deadline dates are announced during the Troop meetings, through the weekly email updates, and the camp signup sheets.

Signing up after the registration deadline is at the discretion of the SM. **Scouts and adults must pay all fees prior to set deadlines or a financial penalty may be assessed.**

- b. **In general, deposits and camp fees are non-refundable unless a scout/adult obtains someone to take his place.** Exceptions may be considered in accordance with the camp refund policy in instances of family or medical emergency with the approval of the Troop Committee.
- c. Camp fees may include transportation fees as applicable. The mode of transportation to camp is at the discretion of the camp SM and will be based on safety, efficiency and cost.
- d. If financial assistance is needed, a Campership request may be submitted to the Troop Committee.

9. **HIGH ADVENTURE ACTIVITIES.** The Troop strives to provide more advanced camping activities for older scouts to develop scout outdoor wilderness skills, to strengthen Scouting values by living the Scout oath, law and outdoor code, and to integrate Venture Crew activities into Troop activities. Activities include day trips, weekend camps/treks and long-term high adventure camps/treks.

Scout eligibility for long-term camps/treks/adventures will be in compliance with the host requirements and scouts must be in good standing with the Troop. Scout eligibility for Troop sponsored activities is open to scouts who have completed the 7th grade, are 1st Class in rank. Recommended Merit Badges to have earned but are not required to participate, unless otherwise required by the host camp, include First Aid, Camping, Hiking, Backpacking, Orienteering.

Selection criteria for scout and adult participation in high adventure camps/treks/adventures include:

- a. Scout Spirit - The Scout should exemplify the principles and values as defined in the Scout Oath, Law, Slogan, Motto, and Outdoor Code. When assigning Scouts to a trek, a Scout's attitude, character, and behavior will be observed and evaluated during the preparation activities, Troop meetings, and other Troop/Venture Crew activities. This includes the ability to work with and get along with other activity members and leaders.
- b. Camping Skills -The Scout and adult must have the knowledge to demonstrate the skills required for the activity (i.e. Philmont: backpacking and wilderness camping skills which include first aid, survival, orienteering, hiking, and cooking; Sea Base – swimming and water safety).
- c. Participation – Scouts/adults should participate in the preparation activities as much as possible. Attendance will be considered when making selections and assignments.
- d. Financial - Scouts/adults must meet financial requirements and the payment schedule developed by the leader. On-time payments are critical and could be a deciding factor in making selections. Signing up after the registration deadline is at the discretion of the SM. **Scouts/adults must pay all fees prior to set deadlines or a financial penalty may be assessed.** If financial assistance is needed, a Campership request may be submitted to the Troop Committee. **In general, deposits and camp fees are non-refundable unless a scout obtains someone to take his place.** Exceptions may be considered in accordance with the camp refund policy in instances of family or medical emergency with the approval of the Troop Committee. Camp fees may include transportation fees as applicable. The mode of transportation to camp is at the discretion of the camp SM and will be based on safety, efficiency and cost.
- e. Physical Conditioning – Scouts/adults should physically condition and prepare themselves for the activity. Strong physical/mental skills are required to participate and complete these activities. Scouts/adults must not exceed the maximum weight within their height range as defined in by the host guideline.
- f. Equipment – Scouts/adults must own or borrow the appropriate equipment to participate in the activities.
- g. The Troop Committee, with input from the activity adult leaders, will make the final decision regarding those Scouts and adults that will be assigned to a crew/trek/adventure/camp.
- h. In the event there are more interested participants than slots available for the activity, the selection of participants will be chosen lottery style (i.e., names in a hat).
- i. Scout must be in good standing with the Troop. Scouts can not participate if they are on discipline Level 3. Scouts on a Level 2 discipline may participate if the parental attendance requirement is not in effect.

10. **COURT OF HONOR.** A COH is held quarterly. This is a **Full Class A uniform** occasion where your son is formally recognized for his accomplishments in both rank advancement and Merit Badges. This formal event is a great time to socialize with other parents and Troop leaders. Your presence is critical to the BSA program.
11. **TROOP CAMPOUTS.** Troop campouts are held monthly. Scouts are encouraged to camp at least 10 nights/year. Because dates can inevitably conflict with a family/school events, we do try to hold "advancement days" for skills

practice 2-4 times per year. A Parental Permission Slip is used for activities held away from Friendswood UMC. (See Para. 15) Scouts are encouraged to attend a variety of camping events for practice and improvement outdoor skills. Campout attendance is required for advancement in Rank, the Camping Merit Badge, and certain other items such as Order of the Arrow candidacy.

The policy for signing up and attending a Troop campout is as follows:

1. The cut-off date for scout and adult signup will be at least two weeks before the campout. Scouts can not join a campout after the cut off date. The cut off date is announced during the Troop meetings, through the weekly email updates, and the campout signup sheets.
2. Scouts must pay the campout and the grubmaster fees two weeks before the campout. If they have not paid, they will be removed from the roster.
3. **Paid campout fees are non-refundable.** If a scout has to drop the campout after the 2-week deadline, the registration and grubmaster fee will be forfeited.
4. At the time of sign-up, adults will identify:
 - if they will be eating adult grub,
 - if they are willing to drive and how many seatbelts are available,
 - and, if they will tow the open and closed Troop trailers.

12. PARENTS PARTICIPATION. Parents are welcome at any meeting and event. Parent participation with their scout is a proven way to ensure your son's success in the Troop and to help him achieve his advancement goals. All parents are encouraged to attend the monthly Troop Committee meetings. Your input is valuable to the success of the Troop. Family and friends are encouraged to come to the Courts of Honor.

The Troop does not allow parents to attend any campout without receiving Boy Scout YPT training and becoming a registered leader. Adults attending multiple campouts are strongly encouraged to become members of the Rocking Chair Patrol (i.e., Completion of Scoutmaster Fundamentals training). Requiring Boy Scout YPT is for you and your son's protection, and by becoming a registered adult, you are covered by BSA insurance in the event of an accident during a BSA or Troop function.

13. TROOP COMMITTEE. The Troop is managed at the adult level by the Troop Committee which meets once a month at 7:00 PM at FUMC. The Committee approves the PLC's Troop plan, schedules fundraisers, approves Eagle Scout service projects, authorizes expenditures over fifty dollars, elects all Troop officials including the Troop Committee Chairman and the Scoutmaster and conducts many other activities. The meeting is conducted through "Parliamentary Procedure". Though all are welcome to attend and provide input, you must be a BSA registered Adult to vote. (See Troop Committee positions for further information.)
14. "ROCKING CHAIR PATROL". This is the group of Adult leaders who take the Scouts camping. Though other Leaders may accompany the Rocking chair patrol on a campout, two Rocking Chair Patrol members in attendance is a must as these are the people who have had the required Youth Protection and Scoutmaster Fundamentals training. All parents are encouraged to attend these training opportunities when the Troop, District or Bay Area Council makes them available.
15. FOOD POLICY. One of the outdoor experiences your Scout will enjoy is the pleasure of providing for his own food needs in the wild. The manner in which we accomplish this is again through the Patrol method. Your son's Patrol will eat as a group and share the responsibility of cooking, cleaning, and most importantly shopping. **Your Scout commits to the spending of these funds regardless as to whether he actually makes the camp out when he places his name on the Campout sign up form. Payments are non-refundable.**

A Campout permission form is provided to each Scout a few weeks before each Campout. There is a place on the form for your Scout to write the amount his patrol has agreed to fund (~ \$10). Upon occasion it will be necessary for you to assist your Scout in planning and purchasing of a weekend's worth of "grub". Please allow the Scout to

plan the menu, but apply all parental controls necessary to ensure that good solid meals are available to the other boys in his patrol. Boys will be boys and upon occasion a few sad menus have been witnessed by the Rocking Chair Patrol. A quick breakfast is approved for Sunday morning, but Saturday's morning meal should require "heat" and more than one ingredient! The menus are reviewed by the Scoutmaster. It must be balanced, and will not contain high sugar items. Canned drinks/sodas are not allowed, due to their dehydration potential. Variety is encouraged. It's a great time to promote cooking skills and try new recipes.

16. SAFETY REQUIREMENTS/PERMISSION FORMS. The Troop, District and Council are highly concerned for the safety of your child. The Troop Committee has a full time position of "Safety Coordinator" to help ensure BSA policy and regulations are maintained and to help improve upon official policy when the situation is warranted. You will hear terms such as "Two Deep Leadership" (i.e., At no time will one Leader be alone with one Scout) and "Safety Afloat" (Specific requirements before a water or swimming event can occur). In spite of these extra measures, we have found that the person who has the most control over your son's safety is your son. Please ensure he knows **your** policies and that you go over with him the Youth Protection section of the Boy Scout Handbook. Please help us enforce the "Buddy System", when at meetings or at events. If you should see a Scout off alone, please bring it to the attention of an Adult leader so we may take corrective action. Ensure your Scout "Checks Out" at the end of an event with the Patrol Leader or designated individual. Your Scout will be taught the safe way in all circumstances and in all events. Should you at any time feel that the safety of your son is in jeopardy, bring it to the attention of an Adult Leader so that we can ensure your concerns are either dispelled or satisfied.

Before each campout, the Outdoor Coordinator will distribute a "Campout Permission Form" for your review and approval. This form is generated to ensure clear communication with the parents/guardians. It covers the where, what, when and how of the trip as well as any other specific information on the trip we think you need. You must identify any medications your son will be taking, whether over-the-counter medication are allowed to be administered for unplanned stomach aches, headaches, etc., or any medical information the SM in charge should know. The form also reminds the scout and parent of the Troop discipline policy. If your Scout mentions a campout and has not shown you the form, please ask him for it. This form must be completed and returned to the Troop prior to departure.

For events requiring transportation, the SM in charge of the event will complete a listing which will include the drivers' name, boys riding with driver, and driver's cell phone numbers. The Medical Assistant will notify drivers of scouts that may require medication during transportation.

17. SCHOLARSHIPS/CAMPERSHIPS BSA has a set policy for the Scout whose family is not financially prepared to pay for the various fees due to a short or long-term situation. The Troop committee has expressed the same sentiment. Whether it is a week of resident camp, yearly dues, or the annual BSA joining fee that is at issue, we want to insure that every boy is able to benefit from the program. Some individuals may not take advantage of this opportunity due to concern that their son may draw unwanted attention. Due to this concern, the Troop policy is that Committee Chairman may assign three committee members (Treasurer, COR and Member at large) to finance the Scout as necessary. The Unit Commissioner (assigned by the BAC) is our representative to the Bay Area Council and will be of great assistance in these situations.

The Troop 442 Campership Form must be submitted for long-term camp financial aid requests. All Scouts who receive campership aid should earn or provide part of the fee in keeping with the ninth part of the Scout Law, "A Scout is Thrifty." In some cases, conditions known to the Troop leadership may be such that this is not possible. In order to receive Troop financial support, the Scout and his family will commit to supporting Troop fundraising activities as a means of reimbursing the Troop and as a means for the Scout to earn funds to support future camps.

The Troop Committee may decide to sponsor a small group of Scouts to a JLTC long-term camp. The sponsorship may be partial or full depending on current Troop's funding.

18. **JOINING FEES.** Listed are the joining fees. The Troop Committee has made the policy of collecting a year's worth of "dues" once at the beginning of the Charter year. These fees will change from time to time, and if a Scout joins mid year his dues will be prorated. The most accurate information can be obtained by contacting the Membership Chairperson. The Troop dues are used to pay for Merit Badges, instruction books/materials, awards, equipment (tents, stoves, propane, etc.) and other items as directed by the Troop Committee.
See Appendix K for Complete Fee Schedule

Scout Category	National BSA Fee (\$24)	Boy's Life Magazine (\$12.00)	Transfer Fee (\$1)	Annual Troop Dues (\$24)	Total
Scout 1 st Year (Bridging Over)	X (Paid to Pack)	X (Paid to Pack)	X	X	\$25.00
Scout 1 st Year (New to Scouting)	X	X		X	\$60.00
Scout 2 nd Year and On	X	X		X	\$60.00
Adult	X				\$24.00

19. **RE-CHARTERING PROCESS.** The Membership Chairman is responsible for re-chartering the Troop. A sub-committee consisting of the treasurer and a Member at Large may assist. The re-charter package is distributed in December at District roundtable. The following process applies:
- Make two working copies of the "Charter Renewal" paperwork. Include the Class 1 Medical Form in the scout's recharter package as it must be updated annually.
 - By the first meeting in Feb., announce to the Troop that re-chartering has begun and send information home with Scouts. Information should provide the re-charter cost which consists of BSA registration and insurance, Boy's Life magazine subscription (optional but strongly encouraged), and troop dues) and the payment deadline. The Troop's re-charter package is due to BAC by mid-March. Money collection/paperwork must be collected and completed by early March to allow time to get it into the BAC office. The deadline for the Troop to re-charter is the last Tuesday in March. It is critical to notify any Scout in Venturing that it is time to re-charter with the Troop to ensure their records are maintained.
 - At November and December meetings: (1) collect money, (2) remind the Scouts to bring re-charter payment, (3) provide notes to take home, (4) verify addresses/email/phone number of Scouts/Adult leaders, and (5) collect updated Medical Forms.
 - Mid-December, individually contact Scouts who have not brought in paper work and money and remind them of the end of January deadline.
 - After collection of all the money, complete the paperwork and send it to the BAC office. Paperwork needs to be completed in early January to allow enough time to collect the necessary signatures. The following forms need to be completed:
 - Charter renewal form with Charter Organization Rep. Signature;
 - Quality Unit Award with Scoutmaster Signature. If qualified count the number of Scouts and Leaders and order Q.U. Award Patches;
 - Obtain 2 checks from the Troop Treasure (1 for re-charter/1 for Quality Unit patches);
 - Mail/hand deliver Re-charter package to Council. If mailing the package, Fax the Q.U. Awards order.
 - After Troop rechartering is completed each year, all email addresses (adults and scouts will be automatically registered with the bactroop442 email group. Those desiring to not receive the Troop email will be able to unregister.
20. **ORDER OF THE ARROW (OA) ELECTIONS.** The OA Rep. is the Troop Committee member responsible to organize and schedule the annual O.A. election. The specific O.A. membership requirements vary from year to year, but the basic requirements are: 1st Class rank, a long term camp in the last two years, at least 15 days and nights camping in the last two years (in addition to the long term camp), Scout spirit and Unit leader's approval.

Specific election procedures will be publicized before each election as will a ballot containing those Scouts eligible. Each year two adults are recommended. The Troop Committee selects the adults with the O. A. Rep. who passes it on to the Council. Not every adult recommended to Council is selected per O.A. National policy.

21. EXPENDITURE OF FUNDS. The Troop Committee annually approves a Troop budget. Specific fund categories are established and funds set aside to support key functions. Approval and expenditure of Troop funds is normally accomplished at Troop Committee meetings. To allow for short term emergent needs, four Committee members (Specifically the SM, Adult QM, Treasurer and Troop Committee Chairman) have discretionary authority to spend no more than \$50.00.
22. SPONSORSHIP OF ADULTS, LONG TERM CAMPS. Adult Leaders attending long-term camps may be sponsored by the Troop to at least the 50% level to help recruit adult participation and support for long-term summer camps. With a Troop our size, numerous summer camps are considered. Family schedules often conflict with the need for adult leaders to staff camps. This measure may help tilt the scale in the Troops favor. Scout dues for the long-term camp will be raised \$5-\$10 at the discretion of the Troop Committee Treasurer to fund sponsorship as well as to supply/replace equipment used during the long term camp. Should funds be available for a full sponsorship of adults staffing a long-term camp, a motion can be voted on at a Troop Committee meeting. Likewise, a nearby "out of Council" camp can be similarly funded.
23. INDIVIDUAL SCOUT ACCOUNT (ISA). An ISA is established for each registered Scout to encourage greater participation in Troop and Council fundraising activities, to encourage profitable fundraising activities, to apply financial credit rewards to participating scouts, and to encourage short and long-term goal setting by scouts. Refer to the separate "ISA Fundraising Policy" for information about the funding and use an ISA.
24. SERVICE HOURS. The accrual of service hours is a requirement for certain rank advancement. Scouts are strongly encouraged to participate in community, school and church service opportunities at anytime regardless of the need to accrue credit hours. While participation and counting service hours provided to organizations outside Boy Scouts is up to the individual Scout and his parent, prior approval from the SM is necessary in order to assure the activity is acceptable for use toward rank advancement.

Section 3. TERMS & ABBREVIATIONS

APL - Assistant Patrol Leader; elected by the patrol twice yearly.

ASM - Assistant Scoutmaster.

ASPL - Assistant Senior Patrol Leader; appointed by the SPL and SM; minimum rank of Life.

BAC - Bay Area Council. The "Headquarters" for all Scouting units located in the geographical region which includes most of Galveston County and some of Brazoria County.

Blue Card - (Merit Badge Card) A 3-part card used to keep track of requirements met while working on a merit badge. Part 1 is official record for the Advancements Coordinator; Part 2 is the Scout's record of completion and Part 3 stays with the Counselor upon completion. **It is the Scouts responsibility to keep track of this card and unearned requirements.** Merit badge cards are started at the beginning of each Merit Badge class locally. A written report is furnished by long term camps and a MB presentation card is generated by the Advancement Chairman. Blue Cards are signed by the SM or designated adult prior to beginning a Troop merit badge class.

Board of Review (BOR) - a panel of Troop Committee registered adults that reviews the Scout on his path through rank advancement. Scouts must wear **Full Class A** uniform. *BOR will only be conducted during regularly scheduled troop meetings. For a BOR conducted outside of a regular troop meeting, the scout must secure permission from the Scoutmaster prior to the BOR.*

CC – Committee Chair

Chartered Organization - The group that has a charter of agreement with the Boy Scouts of America to provide a safe building for meetings and approval of registered adults working with the Troop. Our chartered organization is Friendswood United Methodist Church (FUMC).

District - The next level of organization for our Scouting unit. Packs, Troops and Venture Units report to and gain assistance from a District. Our District reports to the Bay Area Council.

High Adventure - A trip or trek that requires greater skill, training and organization than even a long-term camp. Most are physically strenuous. All are very exciting.

ISA – Individual Scout Account. Scout savings account used to fund camps/scouting expenses.

JLT - Junior Leader Training. Required of elected positions; held within 2 following elections. An event of varying length used to teach the newly elected officials some leadership skills. Follow up JLTs are normal and a few will be held during each term.

NYLT - A one week leadership camp staffed by Council level instructors and attended by Scouts 13 and older with a Scoutmaster recommendation for showing superior leadership.

NAYLE - The National Advanced Youth Leadership Experience (NAYLE) is the ultimate in training experiences for youth leaders, both young men and women. It is conducted for older Scouts who have the potential for being on the staff of the council junior leader training or youth leader training conference. The NAYLE program takes place at the Rayado Leadership Mesa, approximately 8 miles from base camp and situated in the beautiful foothills viewing Urraca Mesa and Crater Peak.

Merit Badge (MB) - A program on a particular topic to educate the Scout. Requirements are completed with a registered merit badge counselor (expert on the subject). Upon completion and approval by the Merit Badge Coordinator, the completed blue card is presented to the Advancement Chairman.

OA – Order of the Arrow. Boy Scout Honor Society.

PL - Patrol Leader - Elected by the patrol twice yearly for 6 month term.

PLC - Patrol Leader Council-Composed of the Troop officers and Patrol Leaders who meet by-monthly to plan activities for the Troop.

Patrol - A small (6- 10) group or team of boys who work as a unit within the larger confines of the Troop, on skills for rank advancement and to achieve an objective such as a campout.

Rank - The level of achievement by which a Scout progresses in skills and learning, and is promoted on the path to Eagle Scout.

Rechartering - Done annually; we pay dues and continue registration with the Troop, District, Council and National BSA. Handled by a rechartering subcommittee (Treasure, Membership, Charter Organization Representative, Member at large and the Unit Commissioner at his discretion)

SM - Scoutmaster

Scoutmaster Conference (SMC) - Last requirement for rank advancement to be completed before a BOR. A list of Assistant Scoutmasters is available for SM approved to conduct conferences up to and including Eagle.

SPL - Senior Patrol Leader; Scout "in charge"; an elected position, min. requirement is Life rank.

Troop - The group of registered Scout that meet regularly for the purposes of the advancement of the goals of Scouting.

Troop Event/Activity - Any activity or event scheduled by the Troop, District, or Council. Events/Activities include, but are not limited to, campouts, organized fundraisers, food drives, Courts of Honor, etc. Flag postings also count as an event/activity but can only be counted once (i.e., Posting in the AM and PM on a holiday is only counted once.)

Troop Committee - A group of adults, registered in BSA, that is responsible for the overall welfare of the Troop. The committee meets monthly.

Venture - The next level of Scouting after Boy Scouts. A slightly less structured "coed" organization. Venture groups work to bring the aims and means of Scouting to an older peer group. Often focuses on "High Adventure" activities.

Section 4. TROOP COMMITTEE POSITIONS

NOTE! Adult Leader positions have been copied from the JLT Guidebook and Troop Committee Guidebook. Some jobs have been split to allow for a reduced work load (i.e., the Merit badge Coordinator assists the Advancement Chairman, etc.). Some jobs are solely Troop 442 creations. These are the PERFECT WORLD job descriptions. There is considerable cross training and cooperation between leaders so all the functions happen in a smooth, undisturbed flow. It needs to be recognized that ALL people filling the listed positions are Volunteers and have jobs and lives and that they have the best interest of the boys at heart.

Troop Committee Chairman: Responsible for the normal operations of the Troop. Ultimately provides for the needs of the SM in the normal operations of the Troop. Oversees/chairs Committee meetings; prepares agenda with the SM. Enforces parliamentary procedure during the meeting. Interprets national/local scout policy for the Troop. Monitors the Scouting development of the Troop Committee through program training to ensure continual leadership is available. Ensures all policies/guidelines of BSA are enforced through appropriate delegation. Ensures Troop representation at District/Council meetings. Authorized to expend up to \$50.00 as needed for emergent need.

Scoutmaster: Ensures that Scouting and the Scouting "Spirit" is brought to each boy in the Troop. Ensures the "Quality product", that is each boy is knowledgeable and fully deserving of each rank earned. First resource for the SP/Troop leadership. Ensures the BSA program and method is followed, and puts the "Game" in the statement "Scouting is a Game with a Purpose". Rocking Chair Patrol Leader. Authorized to expend up to \$50.00 as needed for emergent need.

Assistant Scoutmaster - New Scout Patrol: (ASM-NSP) Supervises and trains the Troop Guide, the New Scout Patrols, and the Den Chiefs. Mentors the Troop Guide in planning for Troop meetings. Closely monitors the progress of the New Scout Patrols. Assists the SM and Patrol Advisors in facilitating advancement of scouts. Recruits, installs and holds training for Den Chiefs assigned to Pack or a patrol.

Assistant Scoutmaster: Position earned/designated through completing Fast Start Training, YPT and SM Fundamentals. Member of the Rocking Chair Patrol. Assists with Patrols and monitors individual Scout leaders to see that they are actively working and enjoying the Scouting experience. May hold a committee chair. Leads campouts, holds training and conducts Merit Badge classes.

Treasurer: Tracks and record troop funds and presents a ledger for general distribution. Reports finances to the Committee monthly, ensures Troop funds are spent in accordance with policy, maintains financial account(s), leads annual budget planning, and assists in fund-raisers and long term camp planning. Authorized to expend up to \$50.00 as needed for emergent need.

Advancement Chairman: Records advancement and forwards completion information to Council office. Assists with and provides quality assurance, as necessary, to Troop offered MB courses. Ensures BSA program requirements are met, and prepares and presents information in the quarterly COH program. Assisted by the MB coordinator. Tracks advancements in the TroopMaster database. Recommends adult leaders for Leader Knot recognition

Scoutmaster Conference/Board of Review Coordinator: Coordinate and arranges SMCs and BORs for Scouts. Attends Troop meetings and takes Scout requests for SMCs/BORs. Staffs SMCs/BORs. Provides list of possible questions to SMs/Troop Committee members. Keeps records of all conferences and reviews. Communicates Scout passage and/or failure to the Troop SM.

Membership Chairman: Ensures all rechartering requirements are met by the Council deadline and that each new Scout has the forms necessary to complete registration. Tracks individual new Scouts as they join and sees to their initial needs.

Membership/Records Coordinator: Ensures all scout and adult information is accurately maintained in the TroopMaster database. Keeps records up-to-date on patrol assignments, scout and adult leadership positions, training, email addresses, etc. Assists the Membership Chairman with the recharter process. Moderate the Troop's www.yahogroups.com web sites; assures only Troop members are approved for access.

Eagle Scout Mentors / Coach: Guides potential Eagle Scouts through the very specific Eagle requirements. Offers advice on the various challenges the potential Eagle and his parents will encounter. Troop's Liaison to the District Eagle Board as well as at Council/National level. Personally screens each project and package for content. Coach, Liaison, Booster and Confidant.

Secretary: Maintains committee files including all correspondence generated by any other Committee chair and mentors the Troop Scribe. Drafts letters, records and distributes Committee meeting minutes within two weeks of the meeting, and maintains the historical file for the charter year. Does not generate every letter or every piece of Troop correspondence; other Committee Chairs forward their documentation to the secretary. Customarily reviews correspondence generated on behalf of the Troop to insure it is done in a professional and timely matter so as to put forth a competent reputation for our Troop.

Outdoor Activities Coordinator: Ensures all arrangements in regard to campouts, long term camp and high adventure trip are completed in a timely matter. Suggests ASMs to head specific campouts and establishes subcommittees to arrange the long-term camps. Acts as transportation coordinator. Keeps a long-term calendar that reaches no less than 1½ years in advance and works closely with the PLC providing guidance and direction to establish same.

Adult Quartermaster: Assists and guides the Troop QM to ensure all Troop equipment is properly used, cleaned and stored ready for the next campout. Completes the acquisition of new equipment ensuring standardization with existing equipment. Keeps the Master Equipment list for comparison with the Troop QM's list. Ensures proper equipment maintenance. Authorized though majority vote of the Troop committee to expend up to \$50.00 as needed for emergent need.

Charter Organization Representative (COR): Member of Friendswood United Methodist Church (FUMC). The Committee Chairman's primary liaison to FUMC. Responsible to both the Troop and the Church. Maintains both a copy of the Charter agreement between the Council and the Church, a copy of the churches Guidelines for the Troop and a copy of this policy guide at hand. Encourages service to FUMC and assists with the recharter representing FUMC.

Safety Coordinator: Ensures that the Troop is operating in a safe manner. Ensures the Troop's first aid kits are inspected on a periodic basis to ensure medical supplies are adequate and within expiration dates. Reviews Troop campouts and excursions to ensure they are held in accordance with the Guide to Safe Scouting (BSA Pamphlet No 10-212) and helps arrange for Troop training such as First Aid and Safe Swim/Safety Afloat. Maintains the Troop's master medical files (Class 1, 2, & 3) and ensures the medical forms are up-to-date, properly completed, and that a travel copy is available for the ASM leading a trip or activity. Develops and maintains a confidential list of Scouts that routinely require medication on campouts. This list shall include a brief summary of their medical conditions (ADD, ADHD, asthma, diabetes, epilepsy, etc.), symptoms, and required medications. The Safety Coordinator enlists 3-4 adults to serve as Medical Assistants on scouting activities.

Medical Assistants: Ensures that medications are administered as prescribed and administers first aid care. Certified in Red Cross first aid procedures for treating injuries and informed in state and BSA rules and regulations for reporting injuries. Prior to a Troop activity/campout, reviews the master medical file for participants to ensure medications are distributed and administered as prescribed. Ensures that there are proper supplies (cups/water) available for the activity/campout and that medication is administered and taken in their presence. Responsible for providing first aid care as required. Notifies drivers of scouts that may need medication during travel.

Adult Chaplain: Assists the Chaplain's Aide in the preparation of religious services to include prayer service and church services when appropriate. Provides a spiritual tone for Troop's meetings and events. Promotes Scout attendance at the church of his choice. Encourages Scouts to earn religious emblems. Arranges Troop service projects. Provides opportunities for Scouts to grow in their duty to God and their fellow Scouts.

Merit Badge Coordinator: Keeps the master list of upcoming Merit badges and ensures that Merit Badge Counselors are available to conduct classes. Works closely with the Advancement Chairman and the PLC to determine which badges will be offered. Guides the PLC to ensure there is a Eagle badge in session at all times. A proper flow of events, should a specific counselor not be able to attend a meeting, would be for that counselor to call the Merit Badge Coordinator and the Coordinator will arrange for a replacement Counselor. Reviews merit badge classes to ensure the BSA program is being followed and maintains a list of Counselors by topic/name for troop use.

Patrol Advisor: Monitors advancement progress of scouts in assigned patrol, and reviewing patrol's camp supplies and menu plans. Recommends Troop program and campout activities to facilitate scout advancement. Encourages variety in menu planning and cooking skills.

Member at Large: A registered committee member (BSA registered adult) who currently does not hold a designated committee chair but is a voting member of the Troop Committee.

Unit Commissioner: A BAC registered position. Deals with all issues out of normal circumstances. Should there be an issue of a delicate nature, or an issue that a parent would feel hesitant to take to the Committee Chairman or SM, the Unit Commissioner is the Point of Contact. Also acts as a liaison between the Troop and the District or Council. Though not a "Troop Member", the Unit Commissioner can be a Troop 442 affiliated Adult and attend Committee meetings.

Fundraiser Chairman: Develops an annual fundraising plan for presentation and approval by the Troop Committee. Works with Troop Committee and Treasurer to develop a strategy that will meet the fundraising goals of the Troop as well as assist in the funding of scout ISAs. Obtains Troop focal points for various fundraising activities and coaches the Troop Funds Coordinator.

Troop Activities Records Coordinator: Maintains records of activities (campouts, service projects, events, etc.) attended by scouts. Ensures that the BSA program service and activity requirements are met and presents this information in an organized format to the Advancement Chairman and SM as needed.

Church Service Project Coordinator: Works as liaison between Troop and FUMC to identify church needs that the Troop may be able accomplish for the church. Identifies needed projects to the SM and Troop Committee for consideration.

Web Site Coordinator: Maintains the Troop's web site, www.bactroop442.org. Keeps activities calendar current and updates site data as required.

Training Chairman: Ensures scout and adult training records are maintained according to BSA requirements. Presents training data to the Advancement Chair, SM, and District and Council.

Adult Librarian: Mentors the Troop Librarian in performance of his leadership responsibility. Ensures an accountable scout has been assigned to keep up with merit badge books if the Troop Librarian will not be attending a long term camp. Communicates needs of the Troop Librarian to the Troop Committee.

Adult Historian: Mentors the Troop Historian in the performance of his leadership responsibility. Assists the scout with communicating troop activities to local newspapers, council newsletters, etc. Ensures an accountable scout has been assigned to document Troop activities (i.e., Winterfest, a long term camp, COH, monthly camp, etc.) if the Troop Historian can not attend.

Section 5. BSA AND TROOP UNIFORMS

1. Scout uniforms and when to wear them are described below. Components of the Full Class A and Class A uniform can be purchased from a local BSA scout shop. The Class B can be purchased from the Troop at any Troop meeting.

2. UNIFORMS: Please follow the uniform guidelines below:

Full Class A - Worn for formal occasions (Courts of Honor, SMCs, BORs, Troop elections, public and scout ceremonies). Consists of: tan scout shirt, green regulation scout shorts or pants, scout belt and buckle, scout socks, red neckerchief with blue trim and slide, red shoulder epaulets, and merit badge sash.

Scouts of all ranks are encouraged to wear the regulation green shorts/pants with Boy Scout socks. **ALL RANKS STAR AND ABOVE ARE REQUIRED** to wear regulation green shorts/pants. Ranks below Star are allowed to wear jean or cargo style pants/shorts in place of the green shorts/pants.

Class A – Semi-Formal (All Troop meetings unless otherwise announced, flag postings, service projects, traveling (as designated by event Scoutmaster)). Same as Full Class A except no sash and jean/cargo style pants/shorts are allowed.

Class B – Casual (Occasional Troop meetings, camps, service projects, traveling (as designated by event Scoutmaster), etc.) Consists of: approved Troop 442 red polo shirt or Troop 442 t-shirt, scout socks, and shorts or pants. Shorts/pants can be the green scout shorts/pants or jean/cargo style shorts/pants.

Class C - Anything that does not fall in the above classes. (Work days, campouts, traveling (as designated by event Scoutmaster), etc.). Should support scouting themes.

Notes: - A hat is not required for any of the uniforms. The Troop has its own red hat with logo and it may be worn with any uniform. Non-scout caps are not to be worn.

- Shoes **are required** to be closed toed to prevent injury.

- See the Boy Scout Handbook for placement of badges and insignia, or request a uniform page from the Scout Shop. Insignia include the proper Troop number (442), the Bay Area Council strip and the proper rank badge. Only the Arrow of Light and Religious Emblem ribbons can be carried over from Cub Scouts.

- PLs should call their patrol scouts if there has been a change to the uniform requirements for a meeting/event. When in doubt about what to wear, call your PL, check the Troop's email site, or refer to the Troop calendar.

3. We recognize that Scouts have a life outside of Troop meetings, and uniforms from another activity (as in coming to the Troop meeting straight from a game) are allowed. Otherwise, WEAR YOUR UNIFORM; don't come to Troop meetings without it. (There are some of us who are known to keep the red shirt and hat in the trunks of our car.)
4. CLEANLINESS is one of the tenants of the Scout Law. Although it is second from the last in the Law, due to the large amount of boys in closed quarters, please make it one of the first things completed when getting ready for a meeting or going camping. Deodorants are strongly recommended. Please refrain from using cologne due to the possibility of allergies.

Section 6. DISCIPLINE

1. Each Scout is required to abide by the Scouting principles: the Scout Oath, Law, Motto, Slogan and Outdoor Code. These include courtesy, helpfulness, and obedience.
2. For each rank advancement, one requirement is that the Scout demonstrate he is living by Scouting principles (demonstrates "Scout spirit"). This means at all times. It is not enough to behave at a minimally acceptable level ("Keep hands, feet and objects to yourself"). Scouts are expected to demonstrate a higher level of discipline and self control. When a Troop leader raises the Scout sign, it means all Scouts immediately return the sign, give their full attention to that Leader, and become still in voice and movement. Demonstrating Scout spirit is not just for Scout meetings; it should be utilized in all parts of your Scout's life: home, church, school, other activities.
3. BSA prohibits corporal punishment and we certainly uphold that policy. Certain duties may be assigned to a Scout who has broken the Scout law. If significant problems persist, parents will be drawn into the discussion. In severe circumstance the Unit Commissioner will be called into the situation.
4. Each Scout must have the self-discipline to keep up with his own belongings, especially his Boy Scout Handbook, which is to be brought to every meeting. This includes gear, scout bucks, official records, cards, etc. Several Scouts have had to repeat requirements when their handbook was lost. Hopefully, it won't be hard for your son to learn responsibility for his own gear.
5. Our troop has adopted a discipline plan for scouts who show disruptive behavior during Troop functions. Discipline levels are cumulative throughout a scout's tenure with the Troop.
 - a. **Level 1** - After the first incident, the scout will receive a warning from the Scoutmaster or an Assistant Scoutmaster. This discussion will include Scout Spirit and Scout Expectations. At the discretion of the Scoutmaster, periodic minor misbehavior may not be cause for moving to Level 2, but may be cause for delaying rank advancement until behavior is shown to improve.
 - b. **Level 2** - If the behavior continues, (or it's the first incident but is of a more serious nature), at the discretion of the Scoutmaster, the Committee Chairman and the Unit Commissioner, the scout may be placed on Level 2 Status. A meeting will be held with the Scoutmaster, the Committee Chairman, the Unit Commissioner the scout's parents and the Scout (this meeting may also include the SPL, ASMs and/or other adults bearing witness to the scout's behavior) about the attitude and/or behaviors exhibited. At this point:
 - o The parent/guardian will be required to attend the next two like functions with their Scout (i.e., If the disruptive behavior occurred on a campout, then the parent will attend the next two campouts attended by the scout; if the disruptive behavior occurred on a long-term camp, then the parent will attend the next two long-term camps attended by the scout; etc).
 - o Rank advancement will not be permitted for a period of at least 3 months following the behavior incident. During that 3 month period, the scout must demonstrate that he is attempting to live by the Scout Law and Scout Oath before advancement will be approved at the sole discretion of the Scoutmaster.
 - c. **Level 3** - In the event the disruptive pattern continues and there is a third incident, at the discretion of the Scoutmaster, Committee Chair and Unit Commissioner, the scout may be placed on Level 3 Status. A meeting will be held with the Scoutmaster, the Committee Chairman, the Unit Commissioner, the Patrol Advisor, the scout's parents and the Scout (this meeting may also include the SPL, Assistant Scoutmasters and/or other adults bearing witness to the scout's behavior) about the attitude and/or behaviors exhibited. At this point:
 - o The scout will be placed on three-month suspension from all troop activities, with the exception of approved individual fund-raising activities (example: popcorn sales)

- The scout may continue to work on his own to complete merit badge requirements, but will not receive credit for work done until after the suspension has expired.
- Upon the judgment of the Scoutmaster, Committee Chair and Unit Commissioner, a Scout may lose the privilege to attend long-term camps after the suspension has expired.
- After the suspension has expired, a parent/guardian will be required to attend all scout functions with the scout for the remainder of his involvement with the troop, unless relieved of this obligation by agreement of the Scoutmaster, Committee Chair and Unit Commissioner.
- The scout will not be eligible for advancement from his current rank until at least three months following the end of his suspension. During that three-month period, the scout must demonstrate that he is attempting to live by the Scout Law and Scout Oath before advancement will be approved at the sole discretion of the Scoutmaster.

d. **Level 4** - On the fourth and final violation, the Scout will be dismissed from Troop 442.

6. **Types of Misbehavior** - It is not possible to catalog all forms of potential misbehavior. However, as a general guideline, the troop defines misbehavior as either **passive** or **aggressive**:

- a. **Passive Misbehavior** – This includes less severe misbehavior where the scout is not directly impacting other scouts or adults or is not in violation of established safety rules. Examples of passive misbehavior include, but are not limited to:
- poor personal hygiene or messiness
 - improper uniform
 - non-participation in troop activities during meeting and campouts
 - failure to follow instructions,
 - periodic failure to perform assigned tasks,
 - chronic tardiness,
 - failure to maintain quiet after “lights-out” or during “signs-up”.

Passive behavior may, at the discretion of the Scoutmaster be cause for delaying rank advancement until behavior is shown to improve.

- b. **Aggressive Misbehavior** – This includes misbehavior where the scout is directly and significantly affecting other scouts and/or adults, or is in violation of established safety rules. Examples of aggressive misbehavior include, but are not limited to:
- Bullying of any type (examples: hitting, threatening & other forms of physical or mental abuse, etc.)
 - Disrespect to scouts and/or adults (examples: extreme surliness, verbal and/or physical abuse, untruthfulness regarding misbehavior, etc.)
 - Unsafe behavior (examples: playing with fire, knives, axes, stick fighting with other scouts, rock throwing, violating safe swim or safety afloat guidelines, unauthorized absence from camp, etc.)
 - Extreme and/or chronic cases of nonperformance of duties that impose unfair burdens on other scouts or adults (examples: refusal to perform KP or other duties as assigned by scout or adult leaders, etc.)

Aggressive Misbehavior will generally warrant a scout being placed on Level 2 status or higher. Such behavior will also constitute grounds for sending a boy home from camping or other outings, at the sole discretion of the acting scoutmaster for the event in question.

7. **Documentation of Misbehavior** - Adult leaders are encouraged to document and corroborate instances of misbehavior to provide a clear and fair record for use in the disciplinary process. Scouts are encouraged to notify their Patrol Leader and/or other scout leadership of instances of minor misbehavior (Passive). In the event that a scout witnesses severe misbehavior (Aggressive), they should immediately notify an adult leader.

Section 7. ADVANCEMENTS

1. The Scout is responsible for reviewing the requirements of each Rank or Merit Badge, and recognizing opportunities for completion. Upon completion of rank requirements, Scouts Star and above have an Adult Leader sign off the requirement. For ranks 1st Class and below, a scout may get an Adult Leader or a scout at the Star rank or above to sign requirements in the scout hand book. **Parents do not sign off for their own Scout, this includes Merit badges.**
2. Upon completing the requirements for rank advancement, the Scout arranges with the SMC/BOR Coordinator for a SMC. The Scout should be prepared to demonstrate all skills learned from joining requirements up to the rank he is applying for. Upon successfully completing the SMC, the Scout approaches the SMC/BOR Chairman for a BOR. A sign up sheet is available at meetings.
 - a. SMCs for 1st Class, 2nd Class and Tenderfoot should take approximately 30 minutes.
 - b. SMCs for Star, Life and Eagle should take approximately 1 hour.
 - c. SMs will ask representative questions from scout skill/knowledge areas which will indicate whether or not the scout is prepared and ready for advancement. SMs will not ask every question from previous rank skills.
3. It is helpful to the younger ranks to approach an older ranked Scout for a "review" for the BOR. The review should include skills for the rank, prospective questions, manners and dress.
4. The SM & Troop Committee will determine which ASMs can conduct the SMC. A list is posted on the Troop web site and is on file with the SMC/BOR Scheduler. The SM signs off the Troop leadership section; for Den Chief, the Cub Scout Leader should sign off the requirement. When in doubt, please check with the SM.
5. Page numbers are listed next to certain requirements in the rank advancement section of the Boy Scout Handbook. Please make an effort to read the handbook a little at a time with your son, especially the ones pertinent to the requirement your Scout is working on.
6. Leadership is required for Star, Life, and Eagle ranks. See the App. for office requirements. Scouts are required to review these in advance prior to running or volunteering for an office. When assigned a Troop position, the scout and parent are asked to sign a "Contract" for the purpose of gaining parental approval and support for the extra meetings and work involved. Time served is usually considered from March thru Aug. and Sept. thru March. Keep this 6-month time period in mind when getting ready to schedule your BOR for the next rank.
 - a. Scouts should take into account their other activities and areas of involvement outside of scouting before requesting or accepting a Troop leadership position. If the Scout has too many other commitments, it may not be the best time to take on the extra responsibilities of a Troop position. On the other hand, the extra responsibility may bring you to a higher level of maturity. When you accept a position, you are agreeing to fulfill the role for the entire term.
 - b. Situations do arise with unplanned school, family, church and other activities that can infringe upon the scout's commitment to the Troop and their ability to meet the campout and meeting attendance criteria. Leadership credit will be awarded based on the total effort during the period (i.e., Did the scout attend Troop/District/Council activities outside of the planned meetings?, Did the Scout inform his mentor or the SM of conflicts so that the SM was prepared to fill the role as needed?, When in attendance at events, was the scout a willing and active participant performing his role and helping others?). Partial credit may be awarded at the discretion of the mentor and SM.
 - c. If a scout needs only 2 months, for example, of leadership credit for rank advancement, the scout should identify the need to the SM and a short term position may be created.
7. Scouts are required to insure that all appropriate signatures have been obtained before scheduling either a SM conference or a BOR.
8. A separate Troop policy document details the requirements for the SM Conference and BOR.

Section 8. MERIT BADGES

1. Merit Badges are offered on a regular basis. Classes may be offered before/during/after a Troop meeting, or at alternative times during the week/weekend, or during residence camps. There are also District Advancement days, Troop Advancement days, and mini-Merit Badge camps during summer or school breaks. Additional badge opportunities are advertised in the Troop emails/website/calendar. It has been a policy of the Troop to have the Scout finish the majority of requirements for ranks through First Class before concentrating his efforts on Merit Badges. HOWEVER, the Scout is not required to have completed First Class Rank, and if, for instance, the unsigned activities are those requiring a campout, the Scout is strongly encouraged to start a Merit Badge rather than sit unoccupied during a meeting.
2. The Scout can check with the MB Coordinator for a list of names of persons registered with the Council to teach a particular badge. Before beginning the badge, the Scout obtains the SMs or designated leader's signature on the MB card. Upon completing a MB, and verifying all signatures are in place, the Scout obtains the Advancement Chairman or MB Coordinator's signature under Unit Leader. Part 1 is given to the Advancement Chair. The badge will be presented at the next COH. Part 2 is kept by the Scout. Part 3 by the MB counselor. It is recommended that the Scout place the blue card in a baseball card holder, and upon receiving the official MB card, keep the two together. The importance of this becomes readily clear when the Scout goes to Council offices to verify all of his ranks and badges in order to qualify for Eagle Scout.
3. Twelve specific merit badges from a choice of 15 are required for Eagle rank. The requirements for each of these are listed in the Boy Scout Handbook. Additional non-Eagle merit badges are required for each rank advancement, for a total of 21 minimum for Eagle Scout advancement. Merit badge requirements are also in a Requirements handbook, available at the Scout Shop.
4. Eagle Rank MBs are taught regularly at the Troop level and at residence camps. Residence camp attendees are encouraged to include a minimum of 3 Eagle badges with each resident camp's MB registration.
5. Parents are encouraged to review the MB requirements with their Scout on a regular basis, and provide motivation and opportunities for completion in a timely manner. Parents do not signoff for their own Scout.
6. Merit badges can be completed at residence camps, but due to some requirements like a field trip or work to be done at home over time, many are not completed. It is the Scout's responsibility to identify which Merit Badge counselor can assist them in finishing the requirements.
7. There is NO DEADLINE for earning MBs except the Scout's 18th Birthday. Once a Scout has started working on a badge (i.e. obtained a signed "Blue Card" from his SM, had an initial discussion with a MB Counselor, and started working on the requirements), he may continue using those requirements until he completes the badge or turns 18. Partial MBs started at residence camps must also be completed prior to turning 18.

If MB requirements change while a Scout is working on the badge, he may continue to use the OLD requirements until he completes the work, or he may use the new requirements if he wishes. It is HIS choice, and his alone. If a MB is discontinued, Scouts working on the badge when it is removed from the Boy Scout Requirements booklet may continue to work toward completing the badge, and get credit for earning the badge, until they turn 18. However, it may not be possible to obtain an actual MB patch, once the local council's supply is exhausted.

If a discontinued MB is replaced with one or more other MBs covering the same or similar topic, a Scout that has earned the discontinued badge may also earn the new badge(s). If the badge is simply renamed, Scouts may NOT earn the badge again. (i.e., The badge number in BSA's numbering system is the same before and after the change.) If a new number is assigned, it is a replacement.

8. IT IS COMMON FOR A SCOUT TO BE QUESTIONED ABOUT HIS EARNED MERIT BADGES DURING A RANK BOR. It is recommended that he occasionally review the requirements to BE PREPARED for a BOR.

9. Scouts are encouraged to look inside their own lives for opportunities to get merit badge credit for work completed in other areas of their lives such as schoolwork or music lessons. It is a simple process to get a instructor, coach or music teacher signed up as a merit badge counselor.
10. Adult's interested in teaching a particular merit badge can sign up with the merit badge coordinator. Dates for the class will be scheduled.
11. Scouts are encouraged to read the merit badge book prior to taking a merit badge class. Merit badge books are available at the Scout Shop. The Troop maintains a small library of merit badge books that may be checked out by a Scout.

Section 9. PACKING FOR A CAMPOUT AND OTHER "RULES OF THE ROAD"

1. Each scout should have available basic materials for a weekend campout, labeled clearly with his name. See the Appendix and the Boy Scout Handbook for suggestions. Equipment does not have to be expensive, but should be of good quality. Personal camping gear should include: sleeping bag and cover, rain gear, duffel bag or backpack, spare clothing and towels, personal care items, personal first aid kit, etc. Cots are allowed only at residence camps. Air mattress/pads are allowed.
2. For resident camps, a list of suggested/unacceptable items will be given out prior to each camp.
3. Scouts are expected to know and comply with the Outdoor Code. See Appendix.
4. Scouts are to carry only gear for which they are certified; i.e., no knife unless cleared with the SM and Tot'en Chip has been earned. Photocopy the Fireman's and Tot'en chips (cards) earned and insert in the Boy Scout handbook to prevent loss of originals. Copy rank advancement pages and put them in a safe place to prevent having re-start a rank over when a handbook or card is lost.
5. A Scout is COURTEOUS: Scouts should have eaten, be packed, present and ready to load up at FUMC at the designated time. Pickup time is usually at 12 PM Sunday. Please consider the feelings of the adults who attended the campout and are tired, want a shower, and would like to go home. Let the SM and SPL know if someone other than yourself is authorized to return your son to your residence or another prearranged destination; signed notes are preferred. No one is to leave until all gear has been properly stowed in the scout trailer and final assembly has been conducted. Scout may bring home a tent for cleaning and proper packing. Please remind him of this duty and ensure that the tent is returned at the very next Troop meeting. Scouts should be reminded to thank the drivers, and practice safe vehicle manners while riding on campouts.
6. The Troop provides all of the collective gear for camping: tents, dining flies, camp kitchens, cook stoves, ice chests, water coolers, fire buckets, lanterns, Troop first aid kit, and larger tools.
7. The Scouts camp in the patrol method which means one Scout is will have the Grubmaster responsibility. The Grubmaster is elected to purchase the food and collect the grub fee from each boy in his campout group. The patrol plans their menus and cooks together. Menus are reviewed and approved by the Patrol Advisor and it must be balanced and not contain high sugar items. Canned drinks/sodas are not allowed due to their dehydration potential. Variety is encouraged, as this is a great time to promote cooking skills and try new recipes. A "Grubmaster Checksheet" is available on the Troop's website.
8. One of the purposes of a campout is to get back to Nature. Leave the electronics at home! Electronic gear is allowed for during travel only and must be secured in a vehicle at the campsite.
9. Medicines should be clearly labeled and reported on the medical forms. **Refer to "Section 2: Policies, Medical Information" of this manual.**
10. Any missing or broken Troop equipment should be reported to the Troop QM, and a note attached to the damaged article. Articles damaged by pure neglect/malicious conduct will become the responsibility of the Scout to replace.
11. Only small folding knives will be allowed on campouts or at Troop events. Sheath knives WILL NEVER be permitted on a Troop outing/event. If discovered, the knife will be confiscated.

APPENDIX OF FORMS & OTHER USEFUL INFORMATION

- A. Troop 442 Scout Leadership Job Descriptions
- B. Troop 442 Sample Scout Leadership Contract
- C. The Aims and Methods of the Boy Scout Program
- D. The Outdoor Code
- E. Troop 442 Pre-Campout Checklist
- F. Troop 442 Post-Campout Critique
- G. Camper's Checklist
- H. Sample Parent Permission Form
- I. Individual Scout Advancement Guideline
- J. Troop 442 Campership Request Form
- K. Troop 442 Complete Fee Schedule

APPENDIX A

SCOUT LEADERSHIP JOB DESCRIPTIONS FOR TROOP 442

****TO RUN FOR A POSITION: Wear a Full Class A Uniform and come with a prepared speech.****

Patrol Leaders Council (PLC). Troop 442 is a boy-lead troop in accordance with the principles of the national organization of BSA. The PLC is the primary group responsible for the organization, planning, and carrying out of troop activities, as well as for the discipline of the troop. The PLC is made up of all the Troop Officers: SPL, ASPL(s), Scribe, Quartermaster, Historian, Bugler, Librarian, Chaplain's Aide, Guide(s), Instructor(s), Patrol Leaders (or ASPLs in the absence of a Patrol Leader). The PLC is advised by the SM. In general, major activities requiring travel or money expenditure need to be cleared with the Adult Troop Committee. All officers on the PLC are elected for 6 month terms. A planning session (usually a Junior Leaders Training session) occurs shortly after new officers are elected. The session should cover the next 6-12 months of troop activities. The PLC meet at least every other month, and may more often as determined by the SPL or other leaders. All officers should be present for at least 50% of the troop activities and strive for complete attendance. The rank & requirements (Star, Life, Eagle) to hold a troop leadership position are not fulfilled by winning an election, but by consistently and thoroughly performing the office duties, demonstrating leadership, and being present as much as possible. Officers not performing their duties will be asked to resign and will be replaced. Officers should come to each troop activity prepared with a plan of action to fulfill the role required by his position. Close supervision/direction by senior scouts/adult leaders is not indicative of failing to fulfill the obligations of an office. The offices of the troop are considered positions of service, not power or prestige.

Senior Patrol Leader (SPL). The SPL is the executive officer of the troop who works closely with the scoutmaster and other adult leaders as well as the PLC. The SPL is elected by majority vote of the troop. By PLC decision, he must be at least Life rank. The SPL is responsible for: leading PLC meetings to plan and organize troop activities; discipline at Troop activities; planning and carrying out the troop meetings with the help of the PLC; planning and carrying out all troop campouts or other outings; selecting, with the Troop Quartermaster, the troop gear to take on campouts. When the SPL cannot be present, he should ensure that a senior member of the PLC (usually the ASPL) will be present to conduct the meeting, organize the campout, etc. At all times the SPL must be aware that he is the primary role model for the scout troop and he should demonstrate leadership and provide a living example of the following the principles of scouting.

Assistant Senior Patrol Leader (ASPL). The ASPLs are the assistants to the SPL. Two ASPLs are selected jointly by the SM and new SPL. By PLC decision, the ASPLs must be of at least Life rank. The ASPLs should be ready at all times to assist the SPL in any duty or to assume the role of the SPL in his absence. Assigned duties may require: planning or conducting troop meetings, planning or leading campouts, acting as the Venture Crew liaison, assisting the fundraiser chair as needed, assisting the Troop Committee as needed, etc.; assisting in the training of younger scouts along with the Troop Guide and Instructors. The ASPLs, in the absence of the troop Scribe, Historian, or Quartermaster, should be prepared to perform the duties of those offices on a temporary basis. ASPLs should provide a role model to the troop of cheerful service and an example of following the principles of scouting. One ASPL shall guide the troop Historian and the other shall guide the troop Librarian.

Troop Scribe. The Troop Scribe is selected jointly by the SPL and SM. By PLC decision, the Scribe is of at least First Class rank. The Scribe is responsible for: keeping attendance and minutes for all troop functions (troop meetings, campouts, PLC meetings, etc.); providing attendance records to the Troop Advancement chairman for the consideration of the BOR for individual scout advancement; preparing any correspondence required by the PLC. The Scribe will keep these records in a legible manner in a permanent binder. In the absence of the Troop Historian or Librarian, the Scribe should be prepared to perform the duties of that office on a temporary basis. In the absence of the SPL and ASPL, at the Scoutmaster's discretion, the Scribe may be required to perform the duties of those offices. The Scribe should provide a role model to the troop of cheerful service and an example of the following the principles of scouting.

Troop Historian. The Troop Historian is selected jointly by the SPL and SM. By PLC decision, the Historian is of at least First Class rank. The Historian is responsible for: keeping historical records of troop activities (campouts, outings, etc.), contacting newspapers, etc., with information publicizing troop activities, writing a summary, with the SM, of troop accomplishments at the end of each term of office. The Historian's records should include an attendance list and a brief written (legible or typed) description of the activities and may include photographs, maps, and other keepsake documents. The Historian will keep these records, documents and photographs in a safe, permanent binder or album so that members of the troop can have easy access to a history of past activities. In the absence of the SPL, ASPL, Scribe or Librarian, at the Scoutmaster's direction, the Historian should be prepared to perform the duties of those offices on a temporary basis. The Historian should provide a role model to the troop of cheerful service and an example of the following the principles of scouting.

Troop Quartermaster. The Troop QM is selected jointly by the SPL and SM. By PLC decision the QM is of at least Star rank. The QM is responsible for: all troop gear; helping the troop load up for all campouts, whether he is going on the campout or not, seeing that tents are checked out for cleaning and promptly returned; inventorying all troop gear at the end of his term of office; providing the PLC and Troop committee with a list of gear that needs to be purchased or repaired at each monthly meeting. The Troop QM should schedule troop workdays, as required (at least twice in his term of office) to repair troop camping gear, clean out camp kitchens, etc. The Patrol QMs will assist the Troop QM in his duties. If the Troop Quartermaster cannot be present, he will select one of the Patrol QMs to perform the necessary duties at any given time so that the troop is never without a QM. In the absence of the SPL and ASPL, at the Scoutmaster's discretion, the Troop QM may be required to perform the duties of those offices. The QM should provide a role model to the troop of cheerful service and an example of following the principles of scouting.

Chaplain's Aide. The Chaplain's Aide is selected jointly by the SPL and SM. By PLC decision, the Chaplain's aide is of at least First Class rank. The Chaplain's aid is responsible for; leading invocations at Courts of Honor and on other appropriate occasions; planning and conducting troop worship services (including music/songs scripture readings, meditation sermon, prayer) on troop campouts. If the Chaplain's Aide cannot be present on a troop campout, he is still responsible for planning the worship service to be conducted by another scout appointed by the SPL. The Chaplain's aide shall help guide the troop in accordance with the 12th point of the Scout Law. The Chaplain's Aide, in particular, should provide a role model to the troop of following the principles of scouting.

Troop Librarian. The Troop Librarian is selected jointly by the SPL and SM. By PLC decision, the Librarian is of at least First Class Rank. The Librarian is responsible for: maintaining the Troop library made up of merit badge books, song books and other materials; providing a checkout system that records who has what book; ensuring the timely return of books checked out as well as to seeing to the repair of any damaged books; up keeping and organizing the troop cabinet or rolling library; providing a list of needed materials (new merit badge books, etc.) to the PLC or Troop committee meeting each month. The Librarian should provide a role model to the troop of cheerful service and an example of following the principles of scouting.

Troop Guide. The Troop Guide is selected jointly by the SPL and SM. The Troop guide is a senior scout responsible to help all scouts with their advancement. The Troop guide is responsible for: coordinating with all the PLs to determine what troop activities should be planned to provide for advancement opportunities for members of the troop; bringing a plan to the PLC meetings to provide for advancement of all troop members; being ready at all troop activities to help fellow scouts advance (he must be prepared to work at all levels with junior scouts on any advancement activity required); being diligent and pro-active in helping scouts advance; providing detailed plans, along with the SPL, for each troop meeting or advancement activity and ensuring that a senior scout is prepared beforehand to carry out the activity. The Guide is the Troop knotmeister and should be prepared at each troop event (meeting, campout, etc.) with a knot-of-the-night to teach the rest of the troop. The Troop Instructor(s) work primarily for the Troop guide. In the absence of the SPL and ASPL, at the SM's discretion, the Troop guide may be required to perform the duties of those offices. The Guide should provide a role model to the troop of cheerful service and an example of following the principles of scouting.

Troop Instructor(s). The Troop Instructor(s) are senior scouts selected jointly by the SPL and the Scoutmaster with the advice of the Troop Guide. Troop Instructor(s) should assist the troop guide in his duties and be prepared to serve in the place of the Guide in his absence. The Instructors, under the plan proposed and approved by the SPL/Troop Guide/PLC, should come prepared at every troop meeting to teach a scouting skill. They should have a plan and all materials ready for the scouting skill to be taught. The Instructors should be prepared at all times to help junior scouts with their advancement activities. The Instructors should be diligent and pro-active in determining what advancement activities need to be planned and taught.

Patrol Leader. The Patrol Leader is the key to the Troop. The Patrol Leader is elected by majority vote of the patrol. By PLC decision, the PL must be of at least 2nd Class rank; however, the SPL and SM may waive this requirement if there are not enough senior scouts in a given patrol. The Patrol Leader is responsible for: recording the attendance and advancement of all members of his patrol; calling at least one patrol meeting each month apart from the troop meetings; having a patrol cheer, making sure each patrol member knows the cheer, and leading it whenever the patrol name is mentioned at troop events; ensuring the PLC builds a plan that allows each of the scouts in his patrol to advance; bringing his patrols advancement needs to the attention of the Troop Guide or SPL; seeing that his patrol has properly planned and is prepared for campouts. The Patrol Leader is responsible to serve as a role model and example of the scouting ideals to all members of his patrol.

=====

NON PLC POSITIONS. The following positions are not members of the PLC and these positions do not qualify for Star, Life, or Eagle leadership requirements.

Assistant Patrol Leader. The Assistant PL should be prepared to act as PL in the absence of the PL.

Patrol Quartermaster. The Patrol QM is responsible to work with the Troop QM to ensure all troop gear is in good condition and available when required. The entire patrol and not just the Patrol QM are responsible to turn out for workdays as assigned by the Troop QM.

APPENDIX B

SCOUT LEADERSHIP CONTRACT

BSA TROOP 442
Friendswood United Methodist Church

SCOUT LEADERSHIP CONTRACT

An agreement between the Scout and the Scoutmaster

Dear Parent or Guardian;

I am very glad your son has expressed an interest in taking a leadership position within the Troop. Our number one goal is to be a "Boy led Troop", which due to our size, is also our number one challenge and makes organization a must. I have discussed with all the Scouts applying for leadership positions the importance of realizing the responsibility they are accepting. The Scouts will be responsible for being prepared and organized so that events will go smoothly. The contract below is your Scout's promise to do his best at the job he is accepting. It requires your signature because he will need your support to complete the extra demands. Please review and discuss with your son the requirements of the job and the purpose of this contract. Your signature indicates your approval for him to accept the responsibilities of the office. Your support in this manner will help the Troop Committee continue to provide an excellent program to all involved.

Thank you and I look forward to working with your son.

Scoutmaster _____

Leadership Position _____

During my term in this position, I understand I will be required to be at 70% of the Troop meetings and PLCs and 60% of the Troop camp-outs. I have read the Troop 442 Job Description and I am prepared to complete the job listed above in its entirety. I am prepared to conduct myself as an example of the Scout Oath, Scout Law and with Scout Spirit!

SCOUT: _____ PARENT: _____

APPENDIX C

AIMS & METHODS OF THE SCOUTING PROGRAM

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

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

Patrols: The patrol method gives Boy Scouts an experience in group living and participation in citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.

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

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

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

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

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

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

APPENDIX D

BOY SCOUT OUTDOOR CODE

As an American, I will do my best to -

Be clean in my outdoor manners.

I will treat the outdoors as a heritage.

I will take care of it for myself and others.

I will keep my trash and garbage out of lakes, streams, fields, woods, and roadways.

Be careful with fire.

I will prevent wildfire.

I will build my fires only where they are appropriate.

When I have finished using a fire, I will make sure it is cold out.

I will leave a clean fire ring, or remove all evidence of my fire.

Be considerate in the outdoors.

I will treat public and private property with respect.

I will use low-impact methods of hiking and camping.

and

Be conservation minded

I will learn how to practice good conservation of soil, waters, forests, minerals, grasslands, wildlife, and energy.

I will urge others to do the same.

APPENDIX E

TROOP 442 PRE-CAMPOUT CHECKLIST

Scoutmaster

- Select Scoutmaster and Assistant to lead the campout.
- Create itinerary of events, plan program, and coordinate with Troop Guide.

Campout Scoutmaster

- Assure leaders with proper certifications (i.e., Safe Swim, Safe Afloat, etc) attend the campout
- Assure necessary gear is available for planned instructions.
- Make patrol assignments based on signups.
- Assure patrol menus are planned and approved.
- Enlist an Adult Grubmaster.
- Enlist an Adult Medical Coordinator.
- Submit BSA Local Tour Permit to Council for approval.
- Prepare trip maps and attach driver cell phone listing.
- Assure a scout is assigned as campout photographer.
- Ensure sanitation needs are planned as necessary.

Outdoor Coordinator

- Make camp reservations.
- Prepare Permission Slip for campout.
- Prepare BSA Local Tour Permit for Campout Scoutmaster to submit to Council.
- Assure personal health histories are available for attendees.
- Generate signup sheets for adults and scouts. Ensure proper ratio of adults to scouts.
- Ensure permission slips and fees are collected from attending scouts.
- Obtain Driver information and insurance information.
- Assign drivers to haul equipment.
- Obtain necessary licenses as applicable (boating, fishing, etc.)

APPENDIX F

TROOP 442 POST-CAMPOUT CRITIQUE

Location: _____ Date: _____

Scoutmaster - Please submit to Troop Committee 1st Meeting after campout.

Itinerary:

What was good about this campout?

What we can improve upon:

Scoutmaster: _____

APPENDIX G

CAMPER'S CHECKLIST

This is a listing of items that each Scout should consider (you do not have to have every item on this list) when packing for a camp-out. The list is broken into two areas: what to bring for a short term or weekend camp: what to bring for a long-term camp, winter or summer camp. **Everything should be labeled or identifiable as yours.**

CHECK	ITEM
	SCOUT SPIRIT AND ENTHUSIASM
	SCOUT BOOK
	MEDICINES – NOTIFY SCOUTMASTER
	NOTEBOOK AND PEN OR PENCIL
	WEAR CLASS B FOR TRAVELING
	CLASS A UNIFORM
	FLASH LIGHT
	COMPASS (IF YOU HAVE ONE)
	POCKETKNIFE AND “TOTE N CHIP” - Folding knife only.
	CANTEEN OR WATER BOTTLE
	SWIMSUIT (DEPENDS ON CAMP)
	TOWEL AND WASH CLOTH
	UNDERWARE
	SOCKS
	T-SHIRTS – NO VULGARITY PRINTED ON SHIRTS. T-shirts should support scouting themes.
	LONG SLEEVE SHIRT
	JEANS OR SHORTS
	HAT (SUN HAT FOR SUMMER, WARMTH FOR WINTER)
	COAT OR JACKET (DEPENDS ON TIME OF YEAR)
	2 PAIRS OF SHOES
	RAIN GEAR – PONCHO AND SHOES (COULD BE SECOND PAIR OF SHOES)
	SLEEPING BAG OR SHEETS
	PILLOW
	AIR MATTRESS OR PAD (IF DESIRED)
	SUNBLOCK
	INSECT REPELLANT
	PERSONAL FIRST AID KIT
	EMERGENCY KIT WITH MATCHES
	RELIGIOUS BOOKS
	SEWING KIT
	PERSONAL GEAR – COMB, BRUSH, SHAMPOO, SOAP, AND DEODORANT
	TOILET PAPER
	TOOTHBRUSH AND TOOTHPASTE
	HANDKERCHIEF OR KLEENEX
	DRINKING CUP
	MESS KIT OR PLATE AND KNIFE, FORK, AND SPOON
	WORK GLOVES
	CAMERA
	PIECE OF ROPE
	WALKING STICK OR STAFF
	BAG FOR DIRTY CLOTHES

The following additional items should be considered for a long-term camp.

CHECK	ITEM
	COT
	SPENDING MONEY – ABOUT \$25.00 IS PLENTY FOR A WEEK
	MONEY FOR MERIT BADGE MATERIALS
	CLOTHES LINE AND HANGERS OR CLOTHES PINS
	APPROPRIATE MUSICAL INSTRUMENT
	SONGBOOK
	FISHING GEAR
	EXTRA CLOTHING FOR WINTER WEAR

APPENDIX H

SAMPLE PARENT PERMISSION FORM FOR CAMPING

Complete required information, sign and return:

McKinney Falls State Park
August 16th, 17th, and 18th

Troop 442 will be traveling to McKinney Falls State Park (Austin Texas).

- Costs:
- \$5.00 per person.
- \$10.00 for Grub Master
- We will meet at the church at 5:00 PM on August 16th in Class B uniform. Our schedule depends on everyone being on time.
- All scouts should have eaten before coming to the church.
- We will be leaving camp on August 18th and will arrive back at the church at approximately 2:00 PM.

Scouts need to bring the following:

- \$5.00-\$7.00 for lunch returning from camp on Sunday.
- Refer to equipment list on page 3.

Other Items

- Emergency number for McKinney Falls State Park is (512) 243-1643.

Please direct all questions to: Scoutmaster Bob Peel (281) 992-8165.

Name of Scout: _____

Name of Parent: _____

Emergency Telephone Numbers:

Phone:		Cell Phone:		Pager:	
--------	--	-------------	--	--------	--

Medical Information:

- Will your scout be taking any medications? Yes _____ No _____
- All medicines need to be checked in with the assigned Asst. Scoutmaster before leaving Friday.
- Place all medicines in a plastic baggie with any instructions and interval to be taken. The scout's name shall be written on the outside of the plastic baggie.
- The Troop has authorization to provide over-the-counter medication to my scout as needed:

Check all that apply: ___ Aspirin ___ Ibuprofen ___ Acetaminophen ___ Indigestion
___ Anti-diarrhea ___ Stomachache ___ Decongestant ___ Antihistamine ___ Other: _____

List any additional concerns or information if any, which would be helpful:

Parent / Guardian Signature: _____ Date: _____

If scout has a behavior issue while at camp, parent will be called to pick scout up (Please note the additional discipline information on Page 2).

Parents Copy

****Keep this copy for your record:****

McKinney Falls State Park
August 16th, 17th, and 18th

Troop 442 will be traveling to McKinney Falls State Park (Austin Texas).

- Costs:
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Scouts need to bring the following:

- \$5.00-\$7.00 for lunch returning from camp on Sunday.
- Refer to equipment list on page 3.

Other Items

- Emergency number for McKinney Falls State Park is (512) 243-1643.

Please direct all questions to: Scoutmaster Eddie Zanner (xxx) xxx-xxxx.

Parents Copy

****Keep this copy for your record:****

DISCIPLINE POLICY

Scouts and Adults of Troop 442: (Reference the Troop Policy Manual for the complete description of discipline levels.)

5. Our troop has adopted a discipline plan for scouts who show disruptive behavior during Troop functions. **Level 1** - After the first incident, the scout will receive a warning from the SM or an ASM. This discussion will include Scout Spirit and Scout Expectations. **Level 2** - If the behavior continues, (or it's the first incident but is of a more serious nature), at the discretion of the Scoutmaster, the Committee Chairman and the Unit Commissioner, the scout may be placed on Level 2 Status. At this point a parent/guardian will be required to attend the next two like functions with their Scout (i.e., If the disruptive behavior occurred on a campout, then the parent will attend the next two campouts attended by the scout; if the disruptive behavior occurred on a long-term camp, then the parent will attend the next two long-term camps attended by the scout; etc); and rank advancement will not be permitted for a period of at least 3 months following the behavior incident. During that 3 month period, the scout must demonstrate that he is attempting to live by the Scout Law and Scout Oath before advancement will be approved at the sole discretion of the SM. **Level 3** - In the event the disruptive pattern continues and there is a third incident, at the discretion of the Scoutmaster, Committee Chair and Unit Commissioner, the scout may be placed on Level 3 Status. At this point the scout will be placed on a 3-month suspension from all troop activities. **Level 4** - The scouts will be dismissed from the Troop.

It is our sincere hope that we can avoid these steps. Our goal is to help all Scouts grow, mature, advance, and learn to live by the Scout Oath and Law. We are here to build character and retain all boys truly interested in Scouting.

Thank you, for your assistance,
Eddie Zanner
Scoutmaster Troop 442

APPENDIX I

INDIVIDUAL SCOUT ADVANCEMENT GUIDELINE

This outline details how a new scout may be able to advance and the opportunities that the Troop should provide for the scout.

Time	Rank	Activities
<i>Spring</i>	Scouter	<ul style="list-style-type: none">• This is the time of year that the second year Webelos are finishing and crossing over. The Scoutmaster is pretty busy attending crossovers and inviting Webelos to join the Troop. The new scouts should meet with the Scoutmaster on the first night that they attend a meeting. At this meeting, they should meet all the Scouter requirements except for the Youth Protection Training that they must do with their parents. The Scoutmaster should sign all of the new scouts' requirements for Scouter. This is a real job for the Scoutmaster and he/she may want to delegate some of the duties. However, it is important for the Scoutmaster to meet all of the boys and their parents. All new scouts should receive the Scouter badge at the Court of Honor in late May.• The new Scouts will form patrols and elect a Patrol Leader, Assistant Patrol Leader, and Quartermaster.• The Troop should show the youth protection film "A Time to Tell" at a meeting in April or May for the entire Troop, but particularly for the new Scouts.
	Tenderfoot	<ul style="list-style-type: none">• The Scouter will be attending the regular Tuesday night meetings and should be getting his physical fitness, knots and first aid training within the first month or two.• The Troop campouts in March, April, May and June should include training for the outdoors portion of Tenderfoot and Second Class. Scouters are strongly encouraged to attend these campouts to help them bond with their new patrol and the Troop, to help them with rank advancement, and to prepare them for a long-term June or July Summer Camp. The Troop should schedule an Advancement Day in May or June for compass skills, plant identification, etc.• Most Scouts will receive the Tenderfoot badge at the Court of Honor at the end of the summer, but some may be able to earn it for the one in April.
<i>Summer</i>	Second Class	<ul style="list-style-type: none">• Summer Camp programs should provide a great opportunity for the new Scouts to earn a rank and two or three merit badges, usually Swimming, First Aid and one or two others. Most Summer Camp programs offer a "Trail-to-Eagle" program that is highly recommended for new Scouts. August meetings should be used to finish any Second Class requirements. Most Scouts will receive Second Class at the Court of Honor in late July/early August or at the one in October.

<i>Fall Winter</i>	First Class	<ul style="list-style-type: none"> • Most of the Fall will be spent on First Class requirements. Fall and Winter Camp at Karankawa is an ideal time for the new scouts to finish any First Class requirements, and earn several Eagle-required Merit badges. January meetings can be used to help finish any incomplete merit badges from Winter Camp. • If the Troop can have most of the new Scouts receiving their First Class badge by the April Court of Honor, about a year after they joined, then the Scouts have a great start the Eagle Award. However, we must be very careful to make sure that the Scouts are learning what they need to learn and not just going through the motions to earn a badge. We are not an award factory. We are a training ground for young leaders.
<i>2nd Year</i>	Star	<ul style="list-style-type: none"> • Star rank requires six merit badges with four of those Eagle-required. Most Scouts will have these by the time they receive their First Class if they have attended Summer and Fall or Winter Camps. The Troop will be offering Merit badges at meeting, long-term camps and at special programs for these Scouts. • Star rank requires four months as a First Class Scout and four months of leadership in a Troop position. The Troop needs to make sure that there are enough leadership opportunities available. These can be supplemented with special leadership projects approved by the Scoutmaster. • Star rank requires six hours of service while a First Class Scout. The Troop should be offering plenty of opportunity for this requirement if we are having a service project each month.
	Life	<ul style="list-style-type: none"> • Life rank requires eleven merit badges with seven of those Eagle-required. The Troop will be offering Merit badges at meeting, long-term camps and at special programs for these Scouts. • Life rank requires six months as a Star Scout and six months of leadership in a Troop position. The Troop needs to make sure that there are enough leadership opportunities available. These can be supplemented with special leadership projects approved by the Scoutmaster. • Life rank requires six hours of service while a Star Scout. The Troop should be offering plenty of opportunity for this requirement if we are having a service project each month.
<i>3rd Year +</i>	Eagle	<ul style="list-style-type: none"> • Eagle rank requires twenty-one total Merit badges with twelve of those Eagle-required. The Troop will be offering Merit badges at meeting, long-term camps and at special programs for these Scouts. • Eagle rank requires six months as a Life Scout and six months of leadership in a Troop position. The Troop needs to make sure that there are enough leadership opportunities available. These can be supplemented with special leadership projects approved by the Scoutmaster. • Eagle rank requires the Scout to develop and give leadership to a service project. The Troop should provide an adult to guide the Scout through his execution of this project. It is the Scout's initiative that must be the force behind the project.

APPENDIX J

TROOP 442 CAMPERSHIP REQUEST FORM

CAMPERSHIP PURPOSE: The purpose of campership aid is to make attendance to a long term camp possible to deserving Scouts who otherwise would not be able to meet the fee requirements. It is important that the details be handled in such a way as to cause no embarrassment to the Scout or his family. All Scouts who receive campership aid should earn or provide part of the fee in keeping with the ninth part of the Scout Law, "A Scout is Thrifty." In some cases, conditions known to the Troop leadership may be such that this is not possible. The information requested below is confidential, but necessary to determine the degree of need for each applicant. In order to receive Troop financial support, the Scout and his family will commit to supporting Troop fundraising activities as a means of reimbursing the Troop and as a means for the Scout to earn funds to support future camps.

CAMPERSHIP APPLICANT INFORMATION: *(Please print legibly)*

Name _____ Rank _____ Patrol _____

Camp Attending: _____ Date: _____

Total Camp Fee	\$ _____
Amount Scout and Family will pay	\$ _____
Amount Scout will pay from ISA	\$ _____
Amount requested from Troop	\$ _____

As a condition of accepting the financial support, we agree to support Troop 442 fundraising activities that include(s) _____ as a means of reimbursing the Troop for this assistance and as a means for our Scout to earn funds to support future camps.

Parent/Guardian Signature: _____ Date: _____

Scout Signature: _____

Circle: Approved Disapproved: Reason _____

Required Signatures:

Scoutmaster: _____ Date: _____

Troop Committee Chair: _____ Date: _____

APPENDIX K

Troop 442 Complete Fee Schedule

Month	BSA Fee	BSA Insurance	Boys Life Fee	Troop 442 Dues	Total
February	\$24.00	\$1.00	\$12.00	\$23.00	\$60.00
March	\$22.00	\$1.00	\$11.00	\$23.00	\$57.00
April	\$20.00	\$1.00	\$10.00	\$23.00	\$54.00
May	\$18.00	\$1.00	\$9.00	\$17.00	\$45.00
June	\$16.00	\$1.00	\$8.00	\$17.00	\$42.00
July	\$14.00	\$1.00	\$7.00	\$17.00	\$39.00
August	\$12.00	\$1.00	\$6.00	\$11.00	\$30.00
September	\$10.00	\$1.00	\$5.00	\$11.00	\$27.00
October	\$8.00	\$1.00	\$4.00	\$11.00	\$24.00
November	\$6.00	\$1.00	\$3.00	\$5.00	\$15.00
December	\$4.00	\$1.00	\$2.00	\$5.00	\$12.00
January	\$2.00	\$1.00	\$ -	\$5.00	\$8.00

Month	BSA Fee	Boys Life Fee	Troop 442 Dues	Transfer Fee	Total
February	Previously Paid to Former Unit		\$23.00	\$1.00	\$24.00
March	Previously Paid to Former Unit		\$23.00	\$1.00	\$24.00
April	Previously Paid to Former Unit		\$23.00	\$1.00	\$24.00
May	Previously Paid to Former Unit		\$17.00	\$1.00	\$18.00
June	Previously Paid to Former Unit		\$17.00	\$1.00	\$18.00
July	Previously Paid to Former Unit		\$17.00	\$1.00	\$18.00
August	Previously Paid to Former Unit		\$11.00	\$1.00	\$12.00
September	Previously Paid to Former Unit		\$11.00	\$1.00	\$12.00
October	Previously Paid to Former Unit		\$11.00	\$1.00	\$12.00
November	Previously Paid to Former Unit		\$5.00	\$1.00	\$6.00
December	Previously Paid to Former Unit		\$5.00	\$1.00	\$6.00
January	Previously Paid to Former Unit		\$5.00	\$1.00	\$6.00

Adults Only Subject to Pay BSA and Insurance