

Boy Scouts of America Troop 223

Policy Document



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1. Introduction.

This document is not intended to conflict with any Boy Scouts of America (BSA) requirements or procedures. Our goal is to provide the scouts, volunteers and parents involved with Troop 223 a framework in which the troop will operate. This document is flexible and will be periodically reviewed to ensure the policies still make sense and are functional. By following these policies and procedures, it will enable the troop to better treat every scout equally and fairly.

The Troop 223's policy and changes to its policy shall be voted on by the Troop Committee. All exceptions to this policy must be agreed to by the Troop Committee.

2. Troop Overview.

Whether you have just crossed over with your son from Cub Scouts or just joined Boy Scouts, we appreciate your enthusiasm and encourage your participation in the troop. The three aims of Boy Scouting are character development, citizenship training, and mental and physical fitness. To accomplish these aims, Scouting employs eight methods:

- the ideals,
- the patrol method,
- the outdoors,
- advancement,
- association with adults,
- personal growth,
- leadership development,
- the uniform.

We strongly encourage you to take the adult leader training offered on-line and by attending Occoneechee Council training find out what we desire to accomplish and how you can help.

One of the major differences between Cub Scouts and Boy Scouts is the very important method, leadership development. In order to teach leadership, you have to let the boys lead. In fact, one of the more vigorous debates you can have in scouting is over the feasibility of a boy-led troop. Some adult leaders will argue that while a boy-led troop is the BSA ideal, it's not possible in their particular troop for any or all of the following reasons; the boys are too young, too lazy, too irresponsible, or just not interested. A boy-led troop is more work for the adult leadership, and therein is the problem, and our need for your cooperation and help. It is so much easier for the adults to just take charge themselves than to teach the necessary leadership skills to the boys.

All Scoutmasters and Assistant Scoutmasters are taught the basics of a boy-led troop and patrol. Putting that training into practice is often difficult without a mentor in the troop. The *Scoutmaster Handbook* will hopefully bridge the gap between theory and practice. It covers some of the common pitfalls and offers suggestions for getting a working boy-led troop. The importance of a boy-led troop and patrol is emphasized in the *Scoutmaster Handbook*, with chapter 3 "The Boy-Led Troop" starting with this strong statement:

“Empowering boys to be leaders is the core of Scouting. Scouts learn by doing, and what they do is lead their patrols and their troop. The boys themselves develop a troop program, and then take responsibility for figuring out how they will achieve the goals. One of our most important challenges is to train boy leaders to run the troop by providing direction, coaching and support. The boys will make mistakes now and then and will rely upon the adult leaders to guide them. But only through real hands-on experience as leaders can boys learn to lead.”

As mentioned before, perhaps the most common reason for the existence of adult-led troops is that it is easier for the experienced adult leaders to run things . . . teaching leadership to boys is not easy! A second reason is the adult leaders are afraid of failure . . . they want a smooth running troop. A boy-led project will occasionally falter, and adults may feel it necessary to take over to ensure success. A third reason is the troop may have adult leaders that do not delegate well, and do not wish to give up control. In fact, most leaders consider the main barriers to a boy-led troop come from the attitudes within the adult leadership.

3. Parental Role in Scouting.

These are some of the things that will help your child get the most out of Boy Scouts. Help your scout learn to plan ahead, so that scout activities will have minimal conflict with school work. We realize their school work must come first. Help your scout learn the scout skills and plan opportunities to get and master scout skills. The troop leaders will sign a scout’s handbook when a skill is learned. See the *Boy Scout Handbook* for details. Encouragement from you can be very helpful in making steady progress in advancement. Join your scout on troop activities. You’ll be surprised you can have a good time on outings too!

Attend the Court of Honor which is held three or four times a year to honor the boys who have advanced in rank or earned merit badges. Serve our troop as an adult leader. This can be as an Assistant Scoutmaster, Committee Member, Merit Badge Counselor, or other volunteer position. Please contact the Committee Chair or Scoutmaster for more information. Support the troop fund raising program. We count on the scouts’ parents to support our fund raising efforts. Provide your scout with the basic scouting equipment needed for meetings and camp outs. And most of all support the ideals and purposes of scouting. In addition to providing fun activities for scouts, the purpose of scouting is to build character, citizenship, and physical and mental fitness. Your scout will get as much out of scouting as he puts into it. Our experience and the National BSA experience shows that he will derive much more from scouting if you, as parents, are involved in the program!

Every parent is expected to take on some of the work to help keep the troop running. Some roles require steady participation throughout the year, while others only require occasional effort. The Troop Committee maintains a list of these positions. Here is a list of just a few roles that parents can take on:

Assistant Scoutmaster (ASM)

Assistant Scoutmasters assist the Scoutmaster in putting on the scouting program for the scouts. They work directly with the scouts, and provide instruction in the basic skills that a scout needs to master in order to advance.

Troop Committee (TC)

The role of the troop committee is to support the Scoutmaster and the troop in an advisory capacity. The committee helps to generate ideas, manage finances, coordinate activities with the sponsoring organization, and provide logistical support, such as coordinating camping trips, special events etc. for the troop's scouting program.

Merit Badge (MB) Counselor

One of the purposes of scouting is to have the boys advance in rank by earning merit badges. Parents with a skill who can advise the boys, organize the activity, or teach the skill can be a counselor. A merit badge counselor is registered with the BSA and is available for counseling and approving the scout for earning the merit badge. Any adult can be a merit badge counselor. Having adults associated with our troop as counselors makes it easier for the boys to earn merit badges in just about every field. We always need more merit badge counselors.

Special Events Coordinator

There are many kinds of special events, ranging from service projects to camping trips to fund raising events. The coordinator's function is to put the proper plans in place to ensure that the special event is a success. This type of activity is ideal for the parents or guardians who wish to help the Troop, but cannot do so on a regular basis.

Camping

On the camping outings, there is always room for parent(s) or guardians other than registered leaders to attend along with their sons to assist in overseeing the boys. The camp outs are always a lot of fun, so please consider participating!

Drivers

Drivers are always needed for camp outs, field trips, meetings away from the church, summer camp, etc. Driving is fairly painless, but always appreciated.

Youth Protection Training (YPT)

The troop requires **all** adults who are involved with the scouts to successfully complete YPT.

4. Troop Organization

The Chartered Organization

Every scout troop is operated by an organization granted a charter by the National Council of the Boy Scouts of America. With this franchise, the chartered organization adopts Scouting as its youth program. Among a chartered organization's responsibilities are the following:

- Conduct the scouting program according to its own policies and guidelines as well as those of the Boy Scouts of America.
- Include scouting as a part of its overall program for youth and families.
- Appoint a chartered organization representative who is a member of the organization, will represent it to the scouting district, and will serve as a voting member of the BSA local council.
- Select a troop committee of parents, guardians, and chartered organization members to assist in the selection of leaders. The minimum is a troop committee chair and two committee members. The head of the chartered organization or the chartered organization representative has final approval of any adult leader for the organization's scout unit.
- Supply leaders with resources to deliver an effective scouting program.
- Provide adequate facilities for the troop to meet on a regular schedule.
- Encourage troop participation in all activities of the council. Families of boys who are benefiting from scouting can help provide for the financial needs of the council by enrolling in Friends of Scouting.

The Chartered Organization Representative

The Chartered Organization Representative is a member of the chartered organization and the recognized head of its Scouting department. The Chartered Organization Representative is appointed by the head of the institution and serves as the connecting link between the institution and the troop. A chartered organization may also operate a Cub Scout pack, a Varsity Scout team, and a Venturing crew, all of them served by the same Chartered Organization Representative. The Chartered Organization Representative is the chartered organization's representative on the district committee, and is a voting delegate at the local council's annual meeting. In addition, the Chartered Organization Representative may serve on the troop committee.

Not later than December 1 each year, the chartered organization will select a Troop Committee Chairperson who will serve for a term of 1 year. A Troop Committee Chairperson may be selected for multiple terms.

Scoutmaster

Each year not later than December 15, the Chartered Organization Representative and Troop Committee Chairperson will meet and select a Scoutmaster who will serve for a term of 1 year. A Scoutmaster may be selected for multiple terms.

Assistant Scoutmasters

The Scoutmaster will select, subject to approval by the Troop Committee, an appropriate number of Assistant Scoutmasters. The Scoutmaster should assign specific duties to each Assistant Scoutmaster. Such an assignment could entail working with a patrol or coordinating troop activities or physical arrangements. The assignments should blend the talents of the Assistant Scoutmaster with those of the Scoutmaster.

Adult Leader Qualifications

These are the minimum requirements for becoming a Scoutmaster and/or Assistant Scoutmaster.

- Be at least 21 years of age.
- Be an American citizen.
- Agree to live by the Scout Oath and Law.
- Be approved by a troop's chartered organization.
- Care about young people . . . assuring their well-being physically and emotionally is a basic responsibility of every Scout leader.
- Willing to teach boys how to be leaders and then allow them the opportunity to lead. Use the patrol method developed by Lord Robert S. S. Baden-Powell, Scouting's founder, providing a clear structure in which boys can exercise meaningful leadership.
- Serve as a role model for young people.

Adult leader training requirements

Chartering Organization Representative

- Will complete youth protection and health and safety training prior to taking office.
- Will complete basic leader training within one year of taking office.
- Will complete HOAC COR training within one year of taking office.

Troop Committee Chairman

- Will complete youth protection and health and safety training prior to taking office.
- Will complete basic leader training within 6 months of taking office.

Troop Committee Members

- Will complete fast-start leader training within 6 months of taking office.
- Will complete youth protection and health and safety training prior to taking office.

Scoutmaster

- Will complete fast-start leader training prior to taking office.
- Will complete youth protection and health and safety training prior to taking office.
- Will complete basic leader training within six months of taking office.
- Will apply for Wood Badge field training.

Assistant Scoutmaster

- Will complete fast-start leader training prior to taking office.
- Will complete youth protection and health and safety training prior to taking office.
- Will complete basic leader training within 6 months of taking office

All adult leaders are required to successfully complete YPT. Additionally, all adults are strongly encouraged to complete Safety Afloat Training, and CPR / First Aid Training offered by the American Red Cross or other appropriate organization.

Youth Leader Required Training

Senior Patrol Leader (SPL)

- Strongly encouraged to complete Senior Patrol Leader junior leader training within one month of being elected to position.
- Shall complete YPT within one month of being elected to position.

Assistant Senior Patrol Leader (ASPL)

- Strongly encouraged to complete Assistant Senior Patrol Leader junior leader training within one month of being elected or appointed to position.
- Shall complete YPT within one month of being elected to position.

Patrol Leader (PL)

- Strongly encouraged to complete Patrol Leader junior leader training within one month of being elected to position.
- Shall complete YPT within one month of being elected to position.

Assistant Patrol Leader (APL)

- Strongly encouraged to complete Assistant Patrol Leader junior leader training within one month of being appointed to position.
- Shall complete YPT within one month of being elected to position.

See appendix A for a troop organizational chart. Position descriptions for Scoutmaster, Assistant Scoutmaster/Patrol Advisors and Troop Committee positions are at Appendix B

5. Troop Program Planning.

Annual.

The Troop Committee members, Scoutmaster, and Senior Patrol Leader will conduct an annual planning conference not later than August 1 each year. The Assistant Senior Patrol Leader(s), Patrol Leaders and Assistant Patrol Leaders may participate in this conference. The purpose of the conference is to

establish the Troop 223 meeting and camping plan for the next year: September - May. The results of the planning conference will be submitted to the Troop Committee by the Senior Patrol Leader and Scoutmaster not later than August 15 each year.

Annual troop program planning creates stability for the troop, increasing scouts' participation, and allows the Scoutmaster to turn over to the scouts much of the leadership of meetings and activities. The annual troop program planning involves five steps:

- Do our homework
- Getting patrol input
- Holding a troop program planning conference
- Consult with the troop committee and chartered organization
- Announce the plan

Monthly.

A Patrol Leader's Council Meeting will take place once a month. This planning meeting is held on the Wednesday after a troop week-end activity and allows the patrol leaders' council to put the annual troop plan into action.

6. Uniform Policy.

The BSA class "A" uniform consists of BSA authorized pants (either short or long), shirt (either short or long sleeve), belt with buckle, and socks. The uniform is customized for the troop with our unique neckerchief with slide and baseball style cap. The class "A" uniform shall be worn to all scouting activities; such as, troop meetings, travel to campouts, summer camp and high adventure activities, unless otherwise specified by the Scoutmaster. Scouts may be allowed to change into a class "B" uniform or other appropriate attire after arrival. The travel uniform may be changed due to cold weather conditions.

The class "B" uniform will be as determined by the Patrol Leaders' Council.

Scouts must wear a complete class "A" uniform when appearing before a Board of Review.

7. Finance

Dues

Troop dues are set by the Troop Committee on recommendation by the Scoutmaster and with the approval of the Chartered Organization Representative. Troop dues will be set annually and are payable not later than March 1 each year. Requests for refund should be made to the Scoutmaster in writing subject to approval by the Troop Committee Chair and Chartered Organization Representative. Requests for refund made after May 1 will not be approved. Refunds will not be approved except in the case where the need to leave the troop is beyond the control of the scout. If a refund is approved, the amount of refund will be not more than the amount of dues collected less the scout registration fee, the cost of the *Boy's Life* subscription and one-quarter of the amount of dues collected. Requests for refund

must be in writing and should explain why a refund is warranted. Activity fees may be charged to participate in some activities.

A scout pays his own way. The scout should be given the opportunity to earn their own money for dues and activity fees by the scout's family providing opportunities for the scout to earn extra money for household chores and or jobs that are appropriate and within the scope of the scout's abilities.

Fund Raising and Scout Bucks

Fund raising activities will generally not be conducted for the purpose of financing troop operations and activities. Troop activities are financed by dues and activity fees; however, fund raising activities may be conducted from time to time to give scouts the opportunity to earn Scout Bucks that can be used to pay dues and activity fees. Scouts participating in a troop approved fund raising activity earn Troop 223 Scout Bucks. All earnings from the fund raising activity are credited to the Scout Bucks Accounts of the scouts who participate according to their level of participation. The Troop Treasurer maintains Scout Bucks Accounts for each scout. Scout Bucks are not subject to withdrawal in cash or by check. Scouts may request a report of the balance of Scout Bucks in their accounts at anytime by contacting the Treasurer. Scout Bucks may be used by a scout to pay for the following only; troop dues, camp fees, special activity fees, and high adventure trip fees. Scouts must request to use their Scout Bucks in writing on a form approved by the Treasurer. A scout who transfers to another troop or fails to renew their membership with Troop 223 by June 1st, each year, forfeit their entire balance of Scout Bucks. Forfeited Scout Bucks are the property of Troop 223.

8. Troop Meetings

Troop 223 Meetings will take place weekly on Wednesday evenings from 6:30 -8:00 pm. All scouts are expected to contribute for the entire time period to the regular troop meeting. Additionally, all scouts shall actively participate within their patrol during each regular troop meeting. After each regular troop meeting there will be a Patrol Leaders' Council "After Action Meeting." This meeting should take less than 5 minutes and assess the effectiveness of the evening's troop meeting and program.

A patrol will be assigned as Service Patrol for each meeting. Service Patrol duties will rotate through the patrols. The objective of the Service Patrol is to arrive early, set the meeting room for the troop meeting, lead the opening flag ceremony, and to reset the room after the troop meeting is completed.

Another patrol will be assigned as Program Patrol for each troop meeting. The Program Patrol responsibilities will also rotate through the patrols. The objective of the Program Patrol is to facilitate a meaningful Program for each regular troop meeting, and to assess the program after the completion of the troop meeting.

Cell phones and other such devices shall not be out during troop meetings.

Scouts should participate in troop meeting activities, not "hanging out", chatting, etc. Scouts will not meet with Merit Badge Counselors during the regular troop meeting. Other arrangements should be made for meeting with Merit Badge Counselors. Taking care of scout business should be kept to a minimum (i.e., paying dues, getting blue cards, etc.). This will only be allowed with permission from the Patrol Leader and the acknowledgement of the Patrol Assistant Scoutmaster..

Patrols will be given allotted time to take care of patrol business or for a patrol activity. Patrols are to participate in the troop program as a group. Parents and other adults not actively involved with the troop meeting should stay in the vestibule or hall outside the meeting room. Conversations between adults in the meeting room should be kept to a minimum in order to reduce the level of distraction during the regular troop meetings.

During opening and closing ceremonies anyone in the meeting room is to stop regardless of what they are doing and participate in the ceremonies. All boys are to be in their patrols. The Senior Patrol Leader will dismiss the patrols, with the individual patrol leaders dismissing his scouts.

At all times . . . all scouts are to conduct themselves in a scout like manner.

9. Patrol Information

Patrol Organization

The troop will be organized into 6 to 8 man patrols. Patrols may include scouts of various ages and ranks.

Each year in the Spring, one or more first-year patrols (depending on the number of new scouts) will be formed. The purpose of these special patrols is to ensure the first-year scouts are introduced to a patrol system under the special guidance of a Troop Guide/Assistant Scoutmaster (selected by the Troop Committee) and a qualified patrol leader, and, if appropriate, an assistant patrol leader appointed by the Senior Patrol Leader and the Scoutmaster. A further purpose of these patrols is to focus on successful completion of summer camp and the requirements for ranks through First Class. The Senior Patrol Leader and Scoutmaster will assign first-year scouts to these patrols. The Patrol Leader for each will be appointed from among the scouts, first-class and above (if available) and demonstrated leadership ability and maturity. First-year scouts will remain assigned to these special patrols until the beginning of the scout program year (each Fall) at which time they will be integrated into the existing patrol structure. Assignment of the new scouts will be by the Patrol Leader Council with the advice of the Scoutmaster and Assistant Scoutmasters. Patrol Leaders for the first-year patrols will return to the patrols to which they belonged prior to assuming leadership of the first-year scouts.

During the beginning of the scout program year (each Fall), all scouts will be given the opportunity to request assignment to a new patrol. This will be accomplished by a simple lottery process. The name and patrol of all scouts desiring reassignment will be recorded by the Scribe. Each scout desiring reassignment will then draw a number from a hat. Scouts, in number order beginning with 1, may then ask to fill an actual or projected vacancy in any patrol including any newly formed patrol. The Senior Patrol Leader with the advice and consent of the Scoutmaster will be the final arbiter in this process. Scouts will not be required or compelled to seek reassignment or to participate in the lottery. The senior troop leadership reserves the final right to make changes based on compatibility, discipline and any other issue.

New patrols will be formed by the Scoutmaster and the Senior Patrol Leader as necessary.

Leadership and Elections

Elections for the Senior Patrol Leader, Assistant Senior Patrol Leader, and Patrol Leaders will be conducted the second meeting in September and March. The Assistant Senior Patrol Leader will be selected by the Senior Patrol Leader with the approval of the Scoutmaster. All other troop positions will be filled by appointment by the newly elected Senior Patrol Leader except Troop Guide, Junior Assistant Scout Master, Instructors, and Den Chiefs which will be appointed by the Scoutmaster. The Assistant Patrol Leader will be appointed by the Patrol Leader. Newly elected leaders will assume their offices the first meeting of the month following their election.

Position descriptions for scout leadership positions are at Appendix C.

10. Advancements

All scouts are **strongly encouraged** to develop a system to track their advancement and maintain their own records. Scouts are responsible for having the appropriate scout or adult leader sign-off on advancement requirements by entering MM/DD/YY and initials in the appropriate space in his *Boy Scout Handbook*. A scout may sign-off requirements, but only for another scout two or more ranks less than his own.

Parents may **not** sign-off on any of their son's advancement or merit badges. When the scout believes he is ready for a Board of Review, he must obtain his Patrol ASM's approval. It is the responsibility of the Patrol ASM to check / test the rank requirements of the scout before sending the scout to the Advancement Coordinator. The scout should present his completed *Scout Handbook* to the Advancement Coordinator for the scheduling of his Scoutmaster's Conference and Board of Review. The Advancement Coordinator will review all the scout's records, when he is satisfied the requirements have been fulfilled, he will schedule the Scoutmaster's Conference. Upon **successful completion** of the Scoutmaster's Conference, the scout must sign-up to appear before a Board of Review not later than the regular troop meeting proceeding the desired date for the Board of Review. The Advancement Coordinator will schedule not less than three Troop Committee members to sit on each Board of Review.

Award of rank advancement and Merit Badge(s) will be verbally announced at the first regular meeting following the completion of the advancement. Scouts will be formally recognized for and receive their rank advancement badge and be awarded merit badge(s) at the next scheduled Court of Honor.

Appendix D is a brief guide in how to conduct the Board of Review from the *Guide to Advancement*.

11. Merit Badges.

The troop's goal is to provide, in a three year period, an opportunity for each scout to earn the following merit badges:

- Swimming or Hiking or Cycling
- Emergency Preparedness or Life Saving
- Camping

- Citizenship in the Community
- Citizenship in the Nation
- Citizenship in the World
- Communications
- Environmental Science
- Family Life
- First Aid
- Personal Fitness
- Personal Management

Merit badges may be earned in two ways; first, through merit badge classes, and secondly, via the scout's own initiative.

The procedure for a scout to begin earning a merit badge in a class setting (i.e., Summer Camp, Camporees, Merit Badge University, Merit Badge Mania, ASM led) is for the scout to sign up for the class, attend all class sessions, and to be responsible for all requirements of the merit badge including any pre-requisites. In some instances the troop will be provided with a list of the scouts who have completed the merit badge or who have completed partial requirements for the merit badge. It is the responsibility of the scout to get a "blue card" for partials and to keep paperwork on the merit badge for future reference. If the merit badge class requires the scout to get a blue card it is the responsibility of the scout to acquire the "blue card". The scout can obtain a blue card from the Merit Badge Coordinator or an electronic copy can be downloaded from http://meritbadge.org/wiki/index.php/Merit_Badge_Application.

The "Scout's Own Initiative" procedure for earning a merit badge is:

- **Picks Subject.** The scout picks a subject and reads the requirements of the merit badges they think might be of interest. The scout will then talk to their patrol ASM about the merit badge and get the ASM approval. Once the patrol ASM has given permission for the scout to begin a Merit Badge the scout gets a blue card from the Merit Badge Coordinator and is assigned a troop level Merit Badge Counselor. These counselors have special knowledge in their merit badge subjects and are interested in helping you.
- **Scout Buddy System.** *You must have another person with you at each meeting with the merit badge counselor.* This person can be another Scout, your parents or guardian, a brother or sister or other relative, or a friend.
- **Call the Counselor.** Get a signed merit badge application from your Scoutmaster. Get in touch with the merit badge counselor and tell him or her that you want to earn the merit badge. The counselor may ask to meet you to explain what is expected of you and to start helping you meet the requirements. You should also discuss work that you have already started or possibly completed. In some cases the counselor is not the instructor. In all cases where the scout should work on his own initiative, printing the Merit Badge Worksheet and filling it out as completed entirely. The counselor shall review the work sheet and have a friendly conversation about what the scout has learned or achieved in earning the particular merit badge. The scout should keep the merit badge worksheet for his own future reference.

- Unless otherwise specified, work for a requirement can be started at any time. Ask your counselor to help you learn the things you need to know or do. You should read the merit badge pamphlet on the subject.
- Show Your Stuff. When you are ready, call the counselor again to make an appointment to meet the requirements. When you go take along the things you have made to meet the requirements. If they are too big to move, take pictures or have an adult tell in writing what you have done. The counselor will ask you to do each requirement to make sure that you know your stuff and have done or can do the things required.
- Get the Badge. When the counselor is satisfied that you have met each requirement, he or she will sign your application. Give the signed application to the Merit Badge Assistant Scoutmaster so that your merit badge emblem can be secured for you. Maintain your portion of the application for your records until you received the actual badge and completion card. Keep the completion card forever.
- Requirements. You are expected to meet the requirements as they are stated — no more and no less. You are expected to do exactly what is stated in the requirements. If it says "show or demonstrate," that is what you must do. Just telling about it isn't enough. The same thing holds true for such words as "make," "list," "in the field," and "collect," "identify," and "label."
- If a scout has already started working on a merit badge when a new edition of the merit badge pamphlet is introduced, *he should continue to use the same merit badge pamphlet and fulfill the requirements therein to earn the badge*. He need not start all over again with the new pamphlet and possibly revised requirements. There is NO DEADLINE for earning Merit Badges, except the Scout's 18th Birthday. Once a Scout has started working on a Merit Badge (i.e. obtained a signed "Blue Card" Application for Merit Badge from his ASM, had an initial discussion with a merit badge counselor, and started working on the requirements), he may continue using those requirements until he completes the badge or turns 18.
- There is no one year limit on so-called "partials".

12. Camping

Camping will be done by Patrol. The campsite will be organized into patrol areas. Adults will not camp in patrol areas and scouts will not camp in the adult area. Each Patrol will be responsible to buy, bring and prepare the meals for the patrol. The Troop will provide pots, skillets, backpacking grill or stove, wash basin and cooking utensils. The Patrol will be responsible for storage and cleanup of patrol equipment after each campout. Each scout will be responsible for bringing his own eating utensils (paper and plastic are not be allowed). In the event that two or less members of a patrol are participating in a given event those patrol members may be allowed to temporarily combine with another patrol with the least amount of scouts participating in the event if they so desire. It is the responsibility of the entire patrol to ensure the patrols success at any given event or activity. Even if a

scout is unable to participate in an event or activity it is still his responsibility to help prepare and train the other members of their patrol.

Leave No Trace (LNT) principals will be observed. Campfires may be used when permitted. Scouts will become proficient in the use of back packing stoves. However, scouts will not handle liquid fuel. Scouts will not light stoves until they have satisfied Second Class requirement 2E.

The Quartermaster will issue tents to a team of two scouts. One scout will sign for the tent and is responsible to return it after use, clean and in good repair. If repair is needed, it will be noted on a form provided by the Quartermaster.

Cook-sets will be issued by patrol to the Patrol Leader. Care, maintenance, and re-supply are the responsibility of the Patrol Leader or his patrol quartermaster. Scouts will sign for any other issued equipment and must return the equipment clean and in good repair or must replace the item with an equivalent item approved by the Quartermaster and Troop Committee Quartermaster. Equipment will be inspected for cleanliness by the Quartermaster or designee prior to turn-in. Equipment must be delivered to the Quartermaster or Troop Committee Quartermaster or designee for turn-in, never leave equipment lying on the floor at a troop meeting.

Scouts may only bring to campouts, items that can be attached to or carried in their backpacks. Each scout must plan to add to their pack, a tent, groceries or other patrol equipment, that will be distributed the morning of the campout.

Hiking boots must be worn at all campouts. Boots are necessary to protect the scout's feet and ankles. Scouts who come to a campout without hiking boots will be sent home unless their parent or guardian can deliver a pair of boots to them.

Radios and electronic games are not permitted on campouts, summer camp, or high adventure trips unless authorized by the Scoutmaster.

The troop will assemble prior to any campout, trip or activity. The troop will depart for and return from campouts as a unit. No scout may depart from the assembly area following a campout or trip prior to release by the Senior Patrol Leader or Scoutmaster following a final formation. Leaving camp during the campout or arriving late is discouraged and must be approved by the Scoutmaster or lead event Assistant Scoutmaster in the case that the Scoutmaster is not participating in the event.

13. Service Program.

Service projects are for the benefit of the community at large, a nonprofit or charitable organization. Service hours are awarded for participation in approved service projects. The Scoutmaster and/or Troop Committee must approve service projects in advance. Scouts are encouraged to participate in troop-wide service projects rather than individual activities. However, individual activities may be approved by the Scoutmaster in advance. Fund raising activities, leadership duties, and commercial activities will **not** be approved for the award of service hours.

14. High Adventure Programs.

To be eligible to participate as the member of a crew attempting to earn a 50-Miler Patch on any high adventure trip, the following criteria must be met:

- The scout must be First Class Rank or above.
- The scout must be 14 or have completed 8th grade.

For a high adventure backpacking trip, the scout must demonstrate the ability to carry a backpack loaded to a weight equal to 20% of his body weight during two 10-mile hikes conducted on consecutive days. For the canoe trip priority will be given to scouts working on the canoeing merit badge. The scout must have completed the BSA swimming test and demonstrated an appropriate level of physical fitness and ability.

- The scout must have the written approval of his parents.
- The scout must have the approval of the Scoutmaster and Troop Committee.

Scouts must meet the following criteria to participate in any high adventure base camp:

- The scout must have participated in a minimum of two (2) overnight campouts.
- The scout must have attended a scout summer camp.
- The scout must be minimum rank of Second Class or be able to complete Second Class during base camp.
- The scout must have the written approval of his parents.
- The scout must satisfy the high adventure base requirements.
- The scout must have the approval of the Scoutmaster and base camp director.

The qualification requirements for participation in a high adventure activity may be waived by the Troop Committee upon recommendation by the Scoutmaster unless doing so would violate BSA policy or insurance requirements.

Fees for high adventure trips will not be subject to refund within 120 days prior to the first day of the trip. However, substitutions are acceptable so long as the substituted scout meets minimum requirements for participation. When two or more trips are planned, scouts may not switch between trips within 120 days prior to the first day of the earliest scheduled trip.

All high adventure participants, scouts and adults, must travel with their assigned crew. No crew member may depart or deviate from a crew itinerary except in case of emergency and then only after notice is given to the crew and tour leaders.

15. General Comments.

BSA policies will be followed at all times:

- Requirement for two-deep leadership will be observed at all times.
- Scouts may not drive during any Scouting activity, regardless of their age.

- There will be no smoking around the scouts.
- No alcohol, illicit drugs, or fireworks will be allowed at any scouting event.
- Sheath knives will not be carried or worn by any scout.
- Firearms will not be carried or transported by any scout.
- Firearms for use at an approved scout activity at an approved range or summer camp will not be handled by any scout except under the direct supervision of an adult who by experience or otherwise is qualified to handle the particular weapon.

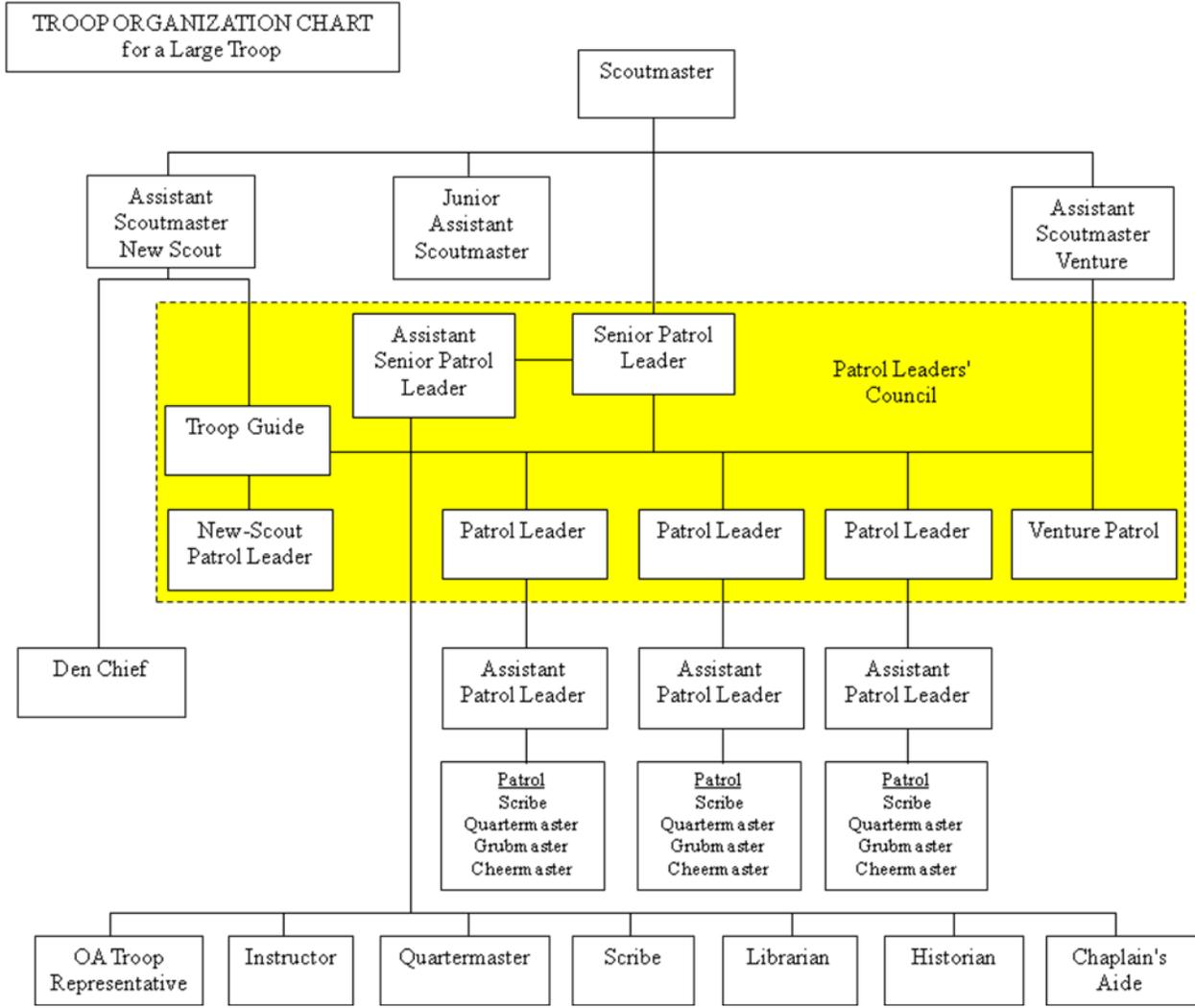
Electronic Devices Policy:

- Scouts may have a cell phone during camping trips for **emergency contact to parents only**. It **MUST** be stowed away in the scout's personal gear/backpack. A scout may have a cell phone at a troop meeting, but it will only be used to contact his parents after the meeting is over if needed.
- Generally Scouts are discouraged from bringing electronic devices such as a Walkman, MP3/Ipod, or radio with earphones and/or handheld video games on any camping trips. These items detract from the outdoor nature and patrol method of the scouting experience. These items are allowed to be played in a car going to a scout activity of long travel duration. If the use of a device is a distraction to the driver, if requested, the scout **MUST** put away the device. After arrival at the destination, the device must be stowed away in the scout's personal gear/backpack.
- If at any time, a Scout's use of the cell phone violates BSA youth protection guidelines or the Scout's actions are not in keeping with the Scout Law or Scout Oath, the Scouts phone will be placed in the possession of the adult leadership and returned to the scout with his parent(s) present.
- Remember, the SCOUT is **RESPONSIBLE** for the use, care and whereabouts of any cell phone or electronic device. (Keep in mind that adverse weather conditions can affect these devices.)

16. References.

Boy Scout Handbook
 Scoutmaster Handbook
 Guide to Advancement

Appendix A



Appendix B

Scoutmaster

The Scoutmaster guides the program of the troop. His main focus is involves the most important and meaningful endeavor of all — that of helping boys develop into good men. A Scoutmaster trains boys to be leaders, makes available to them the resources and guidance they need to lead well, and then steps into the background and lets them do their jobs.

General Responsibilities

- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit
- Support the youth leaders of the troop
- Work with other leaders to make the troop run well
- Provide service and leadership to the troop
- Bring problems or concerns directly to the Committee Chairman
- Support the troop's programs through active participation

Specific Responsibilities

- Put the needs of the scout first
- Ensure a safe environment for the scouts through direct supervision
- Attend as many troop events, campouts and meetings as possible
- Directly support the scouts in their efforts to exercise their leadership role
- Assist junior leaders in maintaining order during troop activities
- Keep scouts focused and on task
- Encourage scouts participation in activities
- Maintain noticeable presence during all phases of meetings
- Supervise from "a distance" but be readily available when needed
- Provide guidance to the Assistant Scoutmasters.

Assistant Scoutmasters

Assistant Scoutmasters help guide the program of the troop. Each Assistant Scoutmaster is assigned specific duties and reports to the Scoutmaster. Assistant Scoutmasters provide required "two-deep leadership."

General Responsibilities

- Set a good example
- Wear the uniform correctly
- Live by the Scout Oath and Law
- Show and help develop Scout Spirit
- Support the youth leaders of the troop
- Accomplish other duties as assigned by the Scoutmaster
- Work with other leaders to make the troop run well

- Provide service and leadership to the troop
- Bring problems or concerns directly to the Scoutmaster
- Support the troop's programs through active participation

Specific Responsibilities

- Put the needs of the scout first
- Ensure a safe environment for the scouts through direct supervision
- Attend as many troop events, campouts and meetings as possible
- Directly support the scouts in their efforts to exercise their leadership role
- Assist junior leaders in maintaining order during troop activities
- Keep scouts focused and on task
- Encourage scouts participation in activities
- Maintain noticeable presence during all phases of meetings
- Supervise from "a distance" but be readily available when needed
- Serve as Patrol Advisor when appointed advisor is unavailable

Keys to success

- Organization
- Communication

Assistant Scoutmasters shall maintain a binder of all necessary information to provide another means to track and monitor the scouts assigned to their patrol. This serves as a backup to information maintained in the troop database and information maintained by the rank advancement coordinator and merit coordinators. This record will be the only fall back for a scout who thinks something was overlooked. The recommended organization (with tabs between sections) of this binder will be: patrol roster, attendance/camping, troop calendar, notes, scout progress and leader training certification.

Troop Committee

The committee may be seen as the "board of directors" of a troop. Members are often parents and guardians of boys in the troop and chartered organization members who are interested in youth programs. The committee is composed of a minimum of three members, one of whom serves as chair. There is no maximum number of committee members serving at a given time.

The responsibilities of the troop committee include the following:

- Select quality leaders for the troop.
- Develop community service projects.
- Arrange transportation for outings.
- Plan and assist in fund-raising.
- Provide for special needs and assistance for individual Scouts.
- Serve on boards of review and at courts of honor.
- Maintain records of troop finances and advancement.
- Assist in the charter renewal process.
- Help with the annual Friends of Scouting campaign.

Appendix C - Position descriptions for scout leadership positions

Senior Patrol Leader

The youth leader with the most responsibility in a troop is the *senior patrol leader*. He is elected by all members of the troop. Shall complete YPT within one month of being elected to position and is strongly encouraged to complete junior leader training.

Assistant Senior Patrol Leader

With the approval of the Scoutmaster, the *assistant senior patrol leader* is appointed by the senior patrol leader, serves as his assistant, and takes his place when the senior patrol leader is absent. Shall complete YPT within one month of being elected to position and is strongly encouraged to complete junior leader training.

Patrol Leaders

One *patrol leader* is elected by the members of each patrol. He takes responsibility for the patrol's activities and represents the patrol as a member of the patrol leaders' council. Shall complete YPT within one month of being elected to position and is strongly encouraged to complete junior leader training.

Venture Patrol Leader

A Venture patrol is a group of older Scouts within the troop. Elected by members of his patrol, the *Venture patrol leader* helps his patrol get the most out of high-adventure experiences and sports activities. Shall complete YPT within one month of being elected to position and is strongly encouraged to complete junior leader training.

Troop Guide

The *troop guide* is both a leader and a "mentor" to the members of a new-Scout patrol. He is an older Scout, at least First Class in rank, who helps the patrol leader of a new-Scout patrol in much the same way that a Scoutmaster works with a senior patrol leader — providing direction, coaching, and support as determined by the skill level and morale of the patrol leader and members of the new-Scout patrol. Shall complete YPT within one month of being elected to position and is strongly encouraged to complete junior leader training.

Quartermaster

The *quartermaster* is the supply and equipment boss. He keeps a current inventory of troop equipment and sees that it is in good condition. He works with patrol quartermasters as they check out equipment and return it, and reports to the patrol leaders' council on equipment in need of replacement or repair.

Scribe

The *scribe* is the troop's secretary. He attends meetings of the patrol leaders' council and keeps a logbook of their discussions, but is not a voting member. During troop meetings he records attendance and dues payments and maintains troop advancement records.

Order of the Arrow Troop Representative

The *Order of the Arrow troop (or team) representative* serves as a communication link between the troop and the local Order of the Arrow lodge or chapter. By enhancing the image of the Order as a service arm to the troop, he promotes the OA in the troop while encouraging year-round and resident camping in the troop and participation of older Scouts in high-adventure programs.

Historian

The *historian* collects and preserves troop photographs, news stories, trophies, flags, scrapbooks, awards, and other memorabilia.

Librarian

The troop *librarian* oversees the care and use of troop books, pamphlets, magazines, audiovisuals, and merit badge counselor lists. He checks out these materials to Scouts and leaders and maintains records to ensure that everything is returned.

Instructor

Each *instructor* is an older troop member proficient both in a Scouting skill and in the ability to teach that skill to others. First aid, camping, backpacking — the subjects can encompass any of the areas that Scouts will want to master, especially those required for outdoor activities and rank advancement. A troop may have more than one instructor. Shall complete YPT within one month of being elected to position and is strongly encouraged to complete junior leader training.

Chaplain Aide

The *chaplain aide* assists the troop chaplain (usually an adult from the troop committee or the chartered organization) in religious services for the troop.

Den Chief

A *den chief* works with a den of Cub Scouts and with their adult den leader. He assists with den meetings, encourages Cub Scout advancement, and serves as a role model for younger boys. Shall

complete YPT within one month of being elected to position and is strongly encouraged to complete junior leader training.

Webelos Den Chief

A *Webelos den chief* meets each week with a Webelos den and helps their adult leader guide Webelos Scouts in their program. He can plan and assist with den meetings and field activities, lead songs and stunts, and encourage Webelos Scouts to progress into the Scout troop. Shall complete YPT within one month of being elected to position and is strongly encouraged to complete junior leader training.

Junior Assistant Scoutmaster

A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the senior patrol leader, with the advice and consent of the Scoutmaster, to serve as a *Junior Assistant Scoutmaster*. These young men (a troop may have more than one Junior Assistant Scoutmaster) follow the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the troop. Shall complete YPT within one month of being elected to position and is strongly encouraged to complete junior leader training.

Appendix D - Board of Review Guide

The Board of Review is an opportunity to review of the Scout's attitudes, accomplishments, and his acceptance of Scouting's ideals. It provides "quality control" on advancement within the unit and an opportunity for the Scout to develop and practice those skills needed in an interview situation.

The Board of Review is **NOT** a retest; the Scout has already been tested on the skills and activities required for the rank by the Scoutmaster staff. However, the Board should ensure that all the requirements have been "signed off" in the Scout's handbook and merit badge records are consistent with the requirements for the rank.

Composition of a Board of Review:

For all ranks (except Eagle) and Eagle palms, the Board of Review consists of three to six members of the Troop Committee and or Parents. At least one member of the board must be a Troop Committee member. The time for a Board of Review should be from 15 to 30 minutes, with the shorter time for the lower ranks.

Mechanics of a Board of Review

The scout is introduced to the board by the Scoutmaster or an Assistant Scoutmaster. The Scout should be in full Class "A" uniform (with neckerchief and badge sash).

The board members are invited to ask questions of the scout which should be open-ended, offering an opportunity for the scout to speak about his opinions, experiences, activities, and accomplishments. The questions need not be restricted to scouting topics; questions regarding home, church, school, work, athletics, etc. are all appropriate. The Chairperson should be made aware of any "out-of-bounds" areas before the Board of Review begins (e.g., if a scout is experiencing family difficulties due to a divorce, it would be prudent to avoid family issues.)

The scout will be dismissed at the conclusion of the questions and the members will deliberate briefly, vote as to the readiness of the scout for the reviewed rank, and report out the vote to the Advancement Chairman and the Scoutmaster.

The Nature of the Questions

Questions for the lower ranks are simpler and generally deal with factual information about the scout's participation in his unit, and his approach to applying the skills he has learned toward earning the next rank. The questions for the higher ranks are less factual, and generally seek to aid understanding of how scouting is becoming an integral part of the scout's life. Remember: it is not the point of a Board of Review to retest the scout. However, questions like, "Where did you learn about . . ." or "Why do you think it is important for a [rank] scout to have this skill?" are valid.

In general, within a rank, the questions are arranged from "easiest" to "most difficult". For each rank, there should be a question about advancing to the next rank. For higher ranks, there should be a question from the *Boy Scout Handbook* about basic scouting history.

Appendix E – Glossary of Scouting Terms

activities and civic service committee. The council or district committee responsible for planning, promoting and operating activities.

advanced training. In-depth training for experienced adult leaders, such as Wood Badge.

advancement. The process by which a Boy Scout meets certain requirements and earns recognition.

Aquatics Instructor, BSA. A five-year certification awarded to an adult who satisfactorily completes the aquatics section at a BSA National Camping School.

area director. A professional Scouter on a regional staff who relates to and works with an area president in giving direct service to local councils.

area president. The ranking elected volunteer officer in an area who heads the area committee.

Arrow of Light Award. Highest rank in Cub Scouting. The only Cub Scout badge that may be worn on the Boy Scout uniform.

assistant district commissioner (ADC). A Scouter who helps the district commissioner.

assistant patrol leader (APL). A Boy Scout in the patrol appointed by the patrol leader to help him and to take his place in his absence.

assistant Scoutmaster (ASM). A commissioned volunteer Scouter, 18 or older, who helps the Scoutmaster by working with the troop and with a new-Scout patrol, Varsity Scout team, or Venture patrol.

assistant senior patrol leader (ASPL). A troop youth leader, usually in larger troops, who helps the senior patrol leader with details of his role.

Baden-Powell, Robert Stephenson Smyth. Founder of the worldwide Scouting movement. Known as Lord Baden-Powell of Gilwell, Chief Scout of the World, and B-P.

Be Prepared. The motto of Boy Scouting.

board of review. A review held to determine if a Boy Scout has satisfactorily completed rank requirements.

Boy Scout. A registered youth member of a Boy Scout troop or one registered as a Lone Scout. Must have completed the fifth grade and be 11 years old, or have earned the Arrow of Light Award but not yet be 18 years old.

Boy Scouts of America (BSA). A nationwide organization founded February 8, 1910, and chartered by the U.S. Congress June 15, 1916.

Boys' Life magazine. The magazine for all boys, Published by the Boy Scouts of America.

Bronze Palm. An Eagle Scout may receive this recognition by earning five additional merit badges and completing certain other requirements.

Brotherhood membership. The second and final induction phase of membership in the Order of the Arrow.

BSA Lifeguard. A three-year certification awarded to Boy Scouts who meet prescribed requirements in aquatics skills.

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

buddy system. One part of the Safe Swim Defense plan. Swimmers of like ability are paired, check in and out of the water together, and stay within 10 feet of each other during a swim. The buddy system is also used in other Scouting activities for safety reasons.

budget plan. A method used by a troop to develop thrift habits. A yearly budget is established and weekly dues are agreed upon.

camporee. A district or council troop activity to demonstrate the techniques of living in camp.

campsite. A troop or patrol outdoor home for an overnight or long-term camp.

captain. The youth leader of a Varsity Scout team.

Center for Professional Development (CPD). The training center for all professional Scouters. Located 15 miles west of the national office.

charter. The Boy Scouts of America was granted a federal charter in 1916 to provide a program of character development, citizenship training, and mental and physical fitness for all boys. The BSA issues charters annually to approved community organizations to operate Scouting units.

chartered organization. A religious, civic, fraternal, educational, or other community organization that has applied for and received a charter to operate a Scouting unit.

chartered organization representative (COR). A manager of Scouting in a chartered organization who also represents the organization in the local council and district.

charter presentation. A formal ceremony at which the charter, Scouter commissions, and membership certificates are presented to organization authorities and members of the unit.

charter renewal. An annual meeting attended by the chartered organization representative, head of the chartered organization, troop leaders, and unit commissioner for the purpose of completing the charter application and making plans for the charter presentation.

Chief Scout Executive (CSE). The top-ranking professional Scouter of the Boy Scouts of America.

Coach. The adult leader of a Varsity Scout team.

co-captain. An assistant youth leader of a Varsity Scout team.

commissioner. A volunteer Scouter who works with troops to help them succeed. In addition to the council commissioner, there are district commissioners, assistant district commissioners, roundtable commissioners, and unit commissioners.

council. An administrative body chartered to be responsible for Scouting in a designated geographic territory.

council president. The elected volunteer Scouter who heads the council and chairs the executive board.

council service center. The business center for the local administration of Scouting.

court of honor. A recognition ceremony for those who have met the requirements of any one of the Boy Scout ranks, merit badges, or other awards.

den chief. A Boy Scout or Varsity Scout who helps direct the activities of a Cub Scout den.

density. Percentage of the total available youth who are members.

director of field service (DFS). A professional Scouter who supervises two or more field directors in a council.

Direct Service Council. The national office center through which U.S. citizens in other parts of the world retain membership and affiliation with the Boy Scouts of America.

Distinguished Eagle Scout Award. A recognition bestowed upon a man who received the Eagle Scout Award 25 or more years ago and has made an unusual contribution to his community.

Distinguished Service Award. Presented to Order of the Arrow members who have rendered outstanding service to the Order on a section, area, regional, or national basis.

distribution center. The warehouse from which BSA equipment, literature, uniforms, and other supplies are dispensed. Located in Charlotte, North Carolina.

district. A geographic administrative unit within a council.

District Award of Merit. A recognition for Scouters who give noteworthy service to youth at the district level.

district committee. A group of key volunteer Scouters who, through the chartered organization, work to ensure the success of the units.

district committee chairman. The executive officer of the district committee.

district executive. A professional Scouter who works under the direction of the council Scout executive to support the units and act as an adviser to the volunteer leaders in the district.

Eagle Scout. The highest rank for Scouts.

Eagle Scout Award. The highest recognition for Scouts.

Eagletter. A periodical published for members of the National Eagle Scout Association.

executive board. The National Executive Board is the governing body of the Boy Scouts of America. There is an executive board in each council which is the policymaking body at the local level.

field director (FD). A professional Scouter who is responsible for three or more district executives.

Fifty-Miler Award. A recognition given to Scouts who have taken part in a wilderness trip of at least 50 consecutive miles over at least five consecutive days, and fulfill requirements for group service projects on the trip.

Firem'n Chit. A recognition given to Scouts who know and understand fire safety rules.

First Class rank. The rank above Second Class and below Star in Boy Scout advancement.

Friends of Scouting (FOS). An annual opportunity for Scouters and interested people in the community to be identified with the local council through their financial support and influence in the expansion of the council program. Enrollees are known as "Friends."

Gilwell Park. The training center of the British Scout Association and the original homesite of Wood Badge training. Located in Epping Forest, England.

God and Country program series. A series of religious emblems presented to Scouts of the Protestant faiths.

Gold Palm. An Eagle Scout who holds the Bronze Palm may receive this recognition by earning five additional merit badges and completing certain other requirements.

Good Turn. A single act of service to others. A distinctive feature of Scouting is its emphasis on service to others. The Good Turn habit is one that all Scouts endeavor to acquire.

Heroism Award. A lifesaving award presented to a registered youth member or adult leader who has demonstrated heroism and skill in saving or attempting to save life at minimum risk to self.

high adventure. Refers to National Council or local council high-adventure activities or programs for older Scouts. Most of the programs are listed in the publication *Passport to High Adventure*.

Historic Trails Award. An award that may be earned by members of a troop for hiking a trail listed in *Nationally Approved Historic Trails* and completing a project related to the trail.

Honor Medal. A lifesaving award presented to Scouts and Scouters who have shown heroism, resourcefulness, and skill in saving or attempting to save life at great risk of their own. May be presented with crossed palms in cases of exceptional skill or resourcefulness and extreme risk to self. Presented by the National Court of Honor.

Hornaday Awards. William T. Hornaday Awards are given to Scouts, units, and Scouters for distinguished service in conservation.

instructor. A person who can instruct others on parts of the Scouting program.

investiture. A ceremony placing the responsibilities of an office or a rank upon an individual.

jamboree. A term chosen by Baden-Powell to describe the first international gathering of Scouts camping together in London in 1920. The term is restricted to indicate a national or world jamboree.

junior assistant Scoutmaster (JASM). An appointed office open to Scouts 16 years of age and older. There is no limit to the number of junior assistant Scoutmasters a troop may have.

Key 3. (1) The council Key 3: the council president, council commissioner, and Scout executive; (2) the district Key 3: the district chairman, district commissioner, and district executive.

Klondike derby. A competitive event conducted by patrols to demonstrate proficiency in Scouting skills, traditionally conducted in the winter.

Leave No Trace. A commonsense set of guidelines that allows Scouts to camp, hike, and take part in related outdoor activities in ways that are environmentally sound and considerate to others using the same areas. A Leave No Trace Awareness Award is available to Scouts who fulfill certain requirements.

Life Scout rank. The rank above Star and below Eagle Scout in Boy Scout advancement.

lodge. A local council Order of the Arrow group chartered annually by the National Council.

Lone Scout. A Boy Scout who, unable to join a troop because of unusual conditions, follows the program as an individual under the leadership of a Lone Scout friend and counselor.

long-term camping. A camping experience consisting of five or more consecutive days and nights in the outdoors.

Medal of Merit. An award presented to Scouts who put into practice the skills and ideals of Scouting through some great act of service; need not involve a rescue or risk to self.

membership inventory. Part of the charter renewal process when the activity of a unit during the past year is reviewed; usually held along with a uniform inspection.

merit badge. A recognition given to a Scout for completing the requirements for the badge.

merit badge counselor. A registered adult volunteer who is expert in a merit badge field, has the ability to work effectively with Scouts, and certifies that requirements are met.

Mile Swim, BSA. A recognition given to Scouts to encourage their development of physical fitness and stamina through swimming.

National Camping Award. A recognition awarded to a Boy Scout troop or Varsity Scout team for completing a certain number of days and nights of camping on either an annual or a cumulative basis. The award also recognizes cumulative achievement in number of campouts by individual Scouts and Scouters.

National Camping School. A training experience for key summer camp staff of council camps.

National Council. The corporate membership chartered by the United States Congress to operate the program of the Boy Scouts of America; made up of all elected members of the National Executive Board, members of regional executive committees, elected local council representatives, elected members at large, and elected (nonvoting) honorary members.

National Court of Honor. A committee of the BSA that is responsible for administering lifesaving awards, meritorious action awards, and distinguished service awards.

National Eagle Scout Association (NESA). This group provides an opportunity for all Eagle Scouts to retain identification with Scouting through service to the local council in which they live.

national office. The administrative offices of the Boy Scouts of America. Address is 1325 West Walnut Hill Lane, P.O. Box 152079, Irving,

TX 75015-2079. Phone number is 972-580-2000. Web page address is <http://www.scouting.org>. Often improperly referred to as “home office.”

national Order of the Arrow conference. A biennial conference designed to improve program and leadership skills of all Arrowmen.

National President’s Scoutmaster Award of Merit. Awarded by the National Eagle Scout Association to Scoutmasters who make a significant contribution to boys’ achievement of the Eagle Scout rank.

National Youth Leadership Training (NYLT). A six-day training course for youth leaders conducted at the council level.

National Advanced Youth Leadership Experience (NAYLE). A weeklong training experience conducted at Philmont Scout Ranch using the skills taught a National Youth Leadership Training (NYLT).

new-Scout conference. The Scoutmaster meets with each new Scout in the troop to get acquainted, discuss Scouting, and welcome the boy into the troop. Held as soon as possible after the boy joins.

Okpik. The winter camping program offered by the Northern Tier National High Adventure Program.

Ordeal membership. The induction phase of membership in the Order of the Arrow.

Order of the Arrow (OA). Scouting’s national honor society, the members of which have been chosen by their peers for their Scouting spirit and camping ability.

orienteering. A cross-country race to reach a destination and certain checkpoints along the way with the use of a map and compass.

patrol. A group of five to eight boys who belong to a troop and work together in and out of troop meetings. There are usually several patrols in one troop.

patrol leader (PL). The youth leader of the patrol, elected by its members.

patrol leaders' council (PLC). Each patrol leader, representing his patrol, meets with the other patrol leaders and the senior patrol leader to plan their troop program. The Scoutmaster acts as an adviser.

Paul Bunyan Woodsman. A recognition given to a Scout who safely demonstrates skill with a long-handled ax.

Pedro. The long-eared, four-footed mailburro of the "Hitchin' Rack" column in *Boys' Life* magazine.

Philmont Scout Ranch. National high-adventure base covering over 137,000 acres in northern New Mexico. Includes a center for volunteer training. Address is Cimarron, NM 87714.

professional. A registered, full-time employee of the Boy Scouts of America who has successfully completed formal training at the Center for Professional Development.

Quality Unit Award. Recognition given each charter year to troops that commit to and meet specified national standards pertaining to leader training, service, advancement, camping, and membership growth.

rank. There are six ranks for Boy Scouts: Tenderfoot, Second Class, First Class, Star, Life, and Eagle Scout.

region. One of four large geographical administrative units of the BSA: Central Region, Southern Region, Western Region, and Northeast Region.

registration. The payment of an annual registration fee; one of the requirements for membership in the Boy Scouts of America.

roundtable. A monthly program-planning and morale building meeting for adult leaders.

roundup. A program to stimulate member-to-nonmember invitation to join a Scout troop.

Safe Swim Defense. A plan with eight defenses for safe swimming.

Safety Afloat. Guidelines for safe troop activity afloat in craft less than 26 feet long.

School Night for Scouting. A one-night event in a neighborhood school, church, or other community center where boys and parents gather to hear and see how Scouting operates and how they can join.

Scouter. A registered adult member of the BSA who serves in a volunteer or professional capacity.

Scouter's Key. Recognition given to a troop leader or commissioner for completing training, tenure, and performance requirements.

Scouter's Training Award. A recognition for adults who hold positions other than that of Scoutmaster or commissioner, who are trained, and who give service to Scouting.

Scout executive (SE). The professional staff leader and secretary of a local council.

Scouting Anniversary Week. The week, beginning on Sunday, that includes February 8, Scouting Anniversary Day.

Scouting distributor. A firm licensed by the national BSA Supply Division to stock and sell official Scouting merchandise.

Scouting magazine. The official magazine for all Scouters. It helps interpret the program, stimulate action, and strengthen a desire to serve.

Scouting movement. An idea started by Lord Baden-Powell, based on the conviction that boys can live up to a code of conduct and can develop themselves physically, mentally, and spiritually through a program of activities and advancement challenges in association with other boys under the leadership of adults.

Scoutmaster. The commissioned volunteer leader, 21 or older, of a Boy Scout troop; appointed by the chartered organization.

Scoutmaster conference. A distinctive feature of the troop advancement plan in which a Scoutmaster helps a Scout accept responsibility for his own growth toward each rank.

Scoutmaster's Minute. A part of the closing ceremony of a troop meeting or campfire in which the Scoutmaster uses a brief story to inspire Scoutlike conduct.

scribe. An appointed officer in the troop or patrol who keeps the troop or patrol records.

Second Class rank. The rank above Tenderfoot in Boy Scout advancement.

senior patrol leader (SPL). The elected boy leader who runs the troop meetings and the patrol leaders' council meetings, with the guidance of the Scoutmaster.

service patrol. The name given to a patrol that has accepted an extra work assignment for the good of the troop.

service star. An insignia worn over the left shirt pocket of the uniform to denote number of years of service.

Silver Antelope Award. A recognition given by the National Court of Honor to a Scouter for distinguished service to youth within the region.

Silver Beaver Award. A recognition given by the National Court of Honor for distinguished service to youth within the council.

Silver Buffalo Award. A recognition given by the National Court of Honor for distinguished service to youth on a national level.

Silver Palm. An Eagle Scout who holds the Gold Palm may receive this recognition by earning five additional merit badges and completing certain other requirements.

Snorkeling, BSA. A recognition given to Scouts to encourage the development of aquatics skills that promote fitness and recreation.

squad. A Varsity Scout team subdivision that consists of four to eight members.

Star rank. The rank above First Class and below Life in Boy Scout advancement.

Supply Division. The arm of the Boy Scouts of America that supplies official uniforms, equipment, and literature to the field.

swimmer test. A specific set of tests to ascertain a minimum level of swimming ability required for deep-water swimming.

team. The unit that conducts Varsity Scouting for the chartered organization.

Tenderfoot rank. The first rank in the Boy Scout advancement program.

tenure. A term used to describe the length of service and membership in Scouting.

Totin' Chip. A recognition given to Scouts who subscribe to the Outdoor Code and understand and can demonstrate the proper handling, care, and use of woods tools.

tour permit. Permit designed to assist troops in planning safe, healthful, and enjoyable trips and to ensure that proper procedures will be followed in case of emergency.

training course. A series of training experiences designed to help a leader understand his or her position.

troop. The unit that conducts Boy Scouting for the chartered organization.

troop committee. The committee appointed by the chartered organization to administer the affairs of the troop.

troop instructor. An older troop member proficient both in a Scouting skill and in the ability to teach that skill to others.

uniform. Distinctive clothing worn by Scouts and Scouters.

unit. Term used to designate any one of the following: patrol, troop, squad, or team.

Varsity Scout. A registered youth member of a Varsity Scout team who is at least 14 but not yet 18 years of age.

Venture patrol. An optional older-boy patrol (ages 13 through 17) within a Scout troop.

Venturing. A stand-alone program of the BSA for young men and women ages 14 through 20 who have completed the eighth grade and who subscribe to the Venturing Oath and Code.

Venturing crew. The unit that conducts Venturing for the chartered organization; its members are called Venturers.

veteran. A recognition status accorded to members of Scouting who have served five years or more. Troops can also achieve veteran status and may display veteran insignia on their flag.

Vigil Honor. A recognition for distinguished service in the Order of the Arrow.

volunteer. A registered individual who donates service, time, and/or funds to support the program of the Boy Scouts of America.

Webelos den chief. An older Scout who has been appointed to help direct the activities of a Webelos den.

Webelos-to-Scout plan. The preparation and passage of a boy from Cub Scouting to Boy Scouting.

whole Scouting family. When an organization is chartered to operate a Cub Scout pack, a Boy Scout troop, a Varsity Scout team, and a Venturing crew.

Wilderness Use Policy. An official plan that outlines the size limit, skill level, and conduct of any Scouting group going into backcountry or wilderness areas.

World Conservation Award. An award emphasizing the importance of our natural resources and our interdependence with other countries in fulfilling our mutual needs.

World Friendship Fund. The means by which Scouts and Scouters in the United States can provide material and equipment to help Scouts and Scouting around the world.

World Scout Bureau. The secretariat that carries out the instructions of the World Scout Conference and the World Scout Committee. The head office is in Geneva, Switzerland.

World Scout Crest. An international award earned by participating in a meaningful international Scouting experience. May be obtained through the local council.