



New Troop 831 Scout Guidebook

*Boy Scouts of America
Laurel Highlands Council
Frontier District
Troop 831 Carnegie PA.*

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To The Parents

As a parent in a Scouting family, you have a commitment to your son's advancement in Scouting. This guidebook is intended to help parents, Scouts, and leaders in Troop 831 understand what is expected for advancement, as well as the troop's policies. Take the time to read the requirements and information describing troop activities. Go over this information with your Scout.

If you have questions after reading this material, contact the Scoutmaster for clarification. Our intention is to help you and your son have the most meaningful Scouting experience possible.

To The Scouts

As a Scout in Troop 831, you have a commitment to advance and assist others in their advancement through the Scouting program.

Our promise to you is the very best Scouting adventure possible and all the fun and excitement that comes with it. The Scout leaders, your parents, and all of the other parents and Scouts in our troop are working together to fulfill this promise. But, in order for Scouting to work and be fun, each Scout must know what is expected of him and how our troop operates.

The information contained in this booklet is designed to layout these expectations and policies. Please take the time to read this information and go over it with your parents.

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1. PURPOSE

The purpose of this guidebook is to provide a method for equal evaluation of rank advancement and guidelines to help clarify what is expected of each Scout and Scouter (adult leader). In this way, each Scout in Troop 831 will be on equal footing and recognition will be provided in a consistent manner. This guide is intended to augment the ***Boy Scout Handbook*** as a method of clarification of what is expected to attain rank and be an active member of our troop.

It also cites certain BSA and troop policies and procedures that have been established to ensure that our activities are conducted in a safe manner.

This guide is intended for all Scouts, their parents & guardians, and all Scouters of Troop 831.

Also, this guide is intended to be a living and growing document and, as such, will change, as conditions require. If you have any suggestions that may improve or clarify this guidebook's contents, please contact the Scoutmaster.

2.0 INTRODUCTION

The goal of Troop 831 is to provide young men with a full program in the Scouting experience, citizenship, character building, physical and mental fitness, and most importantly fun! The values we strive to instill are based upon those found in the *Scout Oath, Law, and Outdoor Code*.

2.1 SCOUT OATH

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

2.2 SCOUT LAW

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

2.3 OUTDOOR CODE

As an American, I will do my best to
Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors, and
Is conservation minded.

*A further explanation of the Scout Oath, Law, and Outdoor Code can be found in the **Boy Scout Handbook***

2.4. **SLOGAN AND MOTTO**

“Do a Good Turn Daily” and “Be Prepared” are the **Scout Slogan** and **Motto**. Scouts in Troop 831 are expected to do a good turn every day not just when they are camping, but also when they are at home and school. A “good turn” is an unsolicited action by the Scout where a useful service is performed for family, friend, or neighbor. “Be prepared”, the Scout Motto, is encouraged in all we do be it preparing for a hike, packing for a camping trip, preparing for a school field trip, or helping to get ready for a family vacation its value never ceases to be realized.

Teamed with camping and the fellowship of their peers, the Scout Oath, Law, Slogan, and Motto enhance and promote character and self-confidence.

3. **SCOUT SPIRIT**

After attaining the rank of Tenderfoot, a Scout has a new requirement for each of the ranks on his trail to Eagle ”Scout Spirit”. This is perhaps the most important requirement a Scout needs to have to reach Eagle. It is Scout Spirit that compels a young person to step away from the crowd and stand up for what he knows is right rather than shrugging his shoulders and thinking “everyone else is doing it...” Scout Spirit is the temperament and attitude of a young person that defines the ability to lead and to be led, and it is perhaps the best measurement of Scouting qualities.

Scout Spirit is a feeling: a feeling of pride in belonging to and carrying on the traditions of Scouting. This pride shows itself in the actions that each Scout exhibits both as an individual and as part of a group. Scout Spirit demonstrates to others through deeds and actions that one is proud to be a Boy Scout. While no one can know how a person feels inside about Scouting, there are certain things that can be done to show others that you have Scout Spirit. These things include:

- Trying your best to live the Scout Oath and Law
- Always wearing the Boy Scout Uniform correctly to specific

Scouting functions. The uniform should be worn proudly: it has over 100 years of tradition and heritage behind it.

- Helping when asked to participate. It is far too common to sit and say: “I don’t know,” “I can’t do that,” “I don’t want to do that,” or “Why do I always have to help?” But it is a Scout with determination and spirit that will earnestly try to carry out what is asked of him. That is the Scout who is not afraid to think and act on what he has learned, or the Scout who will pick up his book and learn. A Scout with a “can do” attitude.
- Attending as many Scouting functions as possible. A Scout with spirit doesn’t stay home because the weather is bad or if it doesn’t sound like it is going to be fun; he helps make it fun: no matter what the weather or activity.
- Volunteering for activities, such as skits or songs. Scouting can only be fun if a Scout participates.
- Being on one’s best behavior in public. How a Scout acts reflects on all Scouts everywhere.
- Having a positive attitude. The way a person feels and acts rubs off on the people around him or her: so make the best of any situation; others will appreciate it and you more.

In order to advance, Scouts are required to show Scouting Spirit, both in their Scouting and daily lives. The Scoutmaster only may sign off this requirement in the Scout’s Handbook.

4. THE SCOUT UNIFORM

The purpose of the uniform is to identify us as Scouts, to showcase our achievements of rank, and (as the name would imply) to enhance a sense of uniformity amongst all fellow Scouts. Although we are not the military, just like any other organization, our uniform shows unity and pride. Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform places the Scout in a worldwide brotherhood of youth that believes in the same ideals. Putting on the uniform is a sign to the world that one has taken the Scout obligations and folks expect Scout-like acts from one wearing it.

All Scouts and Scouters are expected to wear their Class A uniform to all weekly meetings unless the Scoutmaster has specified a change.

Scout T-shirts and polo shirts are considered the Class B uniform and are worn on camping trips and, hikes, public outings. The Scoutmaster will notify all scouts as to the required uniform for specific events. All Scouts are asked to be in full uniform as soon as possible after joining the troop.

When buying a uniform, some patches need to be purchased, but advancement and special recognition patches will be provided by the troop as they are earned.

The troop also accepts donated, outgrown uniforms that are kept in the troop supply room. See an adult leader for more information on available uniform items.

4.1. OFFICIAL UNIFORM

Troop 831's Official (basic) Scout uniform, sometimes unofficially referred to as a class A uniform consists of:

1. Scout shirt (long or short sleeve)
2. Laurel Highlands Council shoulder patch
3. Custom **831** numeral troop patch. (provided by troop)
4. World Scouting Crest (shows belief in the worldwide brotherhood of Scouting)
5. Arrow of Light (only if earned in Webelos)
6. Patrol patch
7. Scout pants , green or tan pants/shorts

Note: All other patches must be earned or awarded to the Scout or the troop (such as the "Quality Unit Award"). For more details you can see the official BSA *Insignia Guide* that shows the correct placement of all patches and pins on the Scout Uniform.

Order of the Arrow (OA) Lodge Flaps: In order to wear the OA lodge flap, a Scout, or Scouter must be a current member in good standing with the OA lodge dues paid.

Name Tags: Nametags are to be worn on the right pocket flap or above the "Boy Scouts of America" patch if you have an OA lodge flap.

Quality Unit Award: If the troop has earned the "Quality Unit Award" for the current year, that year's Quality Unit patch may be worn. Please note that only one Quality Unit patch may be worn on the uniform; do not sew on more than one. (Quality unit patch is provided by the troop)

Troop 831 Neckerchief (The troop provides every Scout with one of our neckerchiefs when he joins. Additional neckerchiefs may be purchased at the meetings.

Scout pants (long or short)

Note: We never see Little Leaguers or the hockey team wearing off color pants or blue jeans, do we? **The Scout pants are just as much a part of the**

uniform as the shirt.

4.2. ACTIVITY UNIFORM (Class B)

Troop 831's Activity Uniform consists of a Scouting T-shirt, polo shirt worn with the Scout pants or shorts and socks. This activity uniform is sometimes unofficially referred to as the "Class B" uniform. The activity uniform can be worn during certain activities when designated by the Scoutmaster.

5. INSPECTION

As part of each weekly meeting and following the opening ceremony random scout uniform inspections are conducted. This inspection is intended to encourage the Scouts to "Be Prepared". Items every Scout is expected to have and wear correctly each week are:

- Scout hat (optional; however, non-Scouting hats may not be worn with the uniform)
- Scout shirt with all proper patches
- Troop 831 neckerchief
- Scout pants
- Scout Handbook
- Notebook with pen or pencil

6. SCOUT MEETINGS

Weekly troop meetings are held at the Saint Johns Lutheran Church basement hall on Sunday nights from **6:30 p.m.** to approximately **8:15 p.m.** Senior patrol leaders, their assistants, and all junior and adult leaders are encouraged to **arrive at 6:15 p.m.** Parents are always welcome to attend, especially on those nights when special speakers are brought in or when we are touring a special facility.

At each meeting and campout, all Scouts are expected to bring the following items:

- A notebook and pencil or pen.
- His own Scout Handbook.
- A full Scout uniform.
- Troop dues and/or event fees.
- Permission slips (required for off site outing when no parent or guardian is in attendance)

We cannot stress enough that each Scout should have and bring his own *Scout Handbook* and a notebook to every meeting! While we do not want to recreate a schooling atmosphere, much of the information provided must be written down for later use. We expect Scouts to accept responsibility for obtaining and disseminating this information. In addition, the *Scout Handbook* is not only a valuable source of information; it is also a record of a Scout's advancement. It should be brought to every meeting and campout and kept in excellent condition.

7. *SCOUT COSTS*

Running a troop and providing the Scouts with equipment, food, a full program, recognition, and awards costs money. We are a non-profit organization and try to minimize the cost to you while providing enough funds to keep us in top shape. Our troop treasurer and committee control all of our troop funds and cash flow. **The troop financial records are open to anyone who wishes to review them.**

Scouts not in good standing because of overdue fund-raising moneys or dues will not be permitted to participate in any activities until all dues and funds are paid. Some typical costs associated with Scouting through the year are listed below. It should be noted that uniform costs are not included here.

7.1. *TROOP RECHARTER*

Every December, our troop renews its charter and pays a registration fee for the troop and each Scout and Scouter. There is no additional charge for each Scout during this re-chartering provided that the Scout is active and helps with our fundraisers as described below.

A Scout cannot advance or attend any activities if he is not registered with the BSA.

7.2. *ANNUAL DUES*

Scouts are required to pay **\$50.00 yearly dues**. These dues should be paid in September or a Scout may choose to work them off by participating in our

various fund-raisers.

These dues cover each boy's annual national registration fees and the cost of the troop insurance policy. Dues help defray the cost of awards and patches. Additionally, if paid by the Scout, dues help instill a sense of responsibility and money management. **Dues must be paid no later than January 1st.**

7.3. *CAMPING TRIPS*

Typical fees for most weekend camping outings are \$15.00 to \$20.00 This fee covers the cost of food and lodging for the weekend. Each trip can vary based on location, duration, and facility fees.

7.4. *SUMMER CAMP*

Summer Camp costs an approximately of \$ 260.00 per week. This cost can be significantly offset by the "Scout Account" as described below.

7.5. *FUND RAISERS*

In order to raise needed troop funds, various fundraisers are conducted during the year. Participation in fundraisers is not mandatory but each Scout and his parents are encouraged to participate.

We annually hold Sarris candy sales and hoagie sales to go along with Scout popcorn. The troop is always looking for new and better ways of raising money. Please present any fund raising ideas to the troop committee and after approval we will help you arrange and run the project.

7.6. *SCOUT ACCOUNTS*

As described above, moneys earned by the Scouts for certain fund raising activities are credited to an account for each participating boy. These accounts are primarily used to help offset the Scout's summer camp expenses. Additionally, these funds may be used for uniform and equipment purchases such as backpacks, boots, sleeping bags, etc.

Once approval for purchase of uniform or equipment is obtained, the troop will reimburse the Scout upon presentation of receipt for the item(s). Checks will not be drawn ahead of time except when special arrangements have been made.

At the end of every Scouting year (June), these accounts will be evaluated for renewal. If a Scout is and has been active for the entire Scout year, all funds in his account will be carried over to the next Scouting year. If however, a Scout has not been active, his account will be closed and all remaining funds will be added to the troop's account. In order to be considered active, Scouts are encouraged to participate at least 75% of the meetings and outings. For excused absences, the Scout must submit his reasons to the committee for review within two weeks of the absence. This policy for evaluating a Scout's active status will be strictly upheld. (Also note that it will be prorated for Scouts who join mid-year.) (*See Attendance, section 10*)

These accounts will also be maintained for Scouters who participate in fund raising activities. All procedures, qualifications, and activity guidelines are the same as those of the Scout accounts.

7.7 DAMAGED TROOP EQUIPMENT

If troop or patrol equipment is damaged in a way that is deemed above and beyond "normal wear and tear," the troop committee will hold the involved Scouts and Scouters accountable to replace the damaged equipment. Please take note of the equipment sign-out policies listed in this booklet. (*See Troop Equipment, section 13*)

7.8 TROOP OUTING & TRIP POLICY

The Purpose of this policy is to insure all Troop members understand their financial obligation regarding payments for troop camping trips & outings.

- All scout and adults planning to attend trips & outings will be asked to place their name on an event signup sheet. The signup sheet will be made available as soon as the trip fees and dates are determined.
- Signup sheet will define the deposit amount as well as the total trip fee. Fee due dates and cancellation dates will also be listed on the signup sheet.
- If a scout or adult cancels and removes their name from the signup sheet prior to the cancellation date no fees will be charged.

- If a scout or adult cancels after the cancellation date on the signup sheet the deposit amount is not refundable.
- Trip accommodations such as bus space and lodging will be on a first come first serve basis with priority determined by the event signup sheet.
- Some trips may require a non-refundable deposit unless another person can be found to fill the spot. For these trips this no refund policy will be clearly noted on the event signup sheet.

7.9 MISCELLANEOUS FEES PAID BY TROOP 831.

- Troop will reimburse any scout attending Junior Leader Training Course (JLTC) 50% of course fee. Reimbursement is contingent on successful completion of the entire course.
- Troop will pay 100% of fees incurred for Scout religious awards.
- Troop will pay 100% of the cost for Eagle Scout award kits.
- Troop will pay 100% of the cost for Adult leader training (BLT). This does not include participation on staff.

8. *BEHAVIOR AND DISCIPLINE*

It is not the responsibility of the adult leadership with Troop 831 to deal with constant disciplinary problems. We expect each Scout to live by the *Scout Oath* and *Scout Law* at all Scouting activities. Behavioral problems which are not consistent with these values and BSA regulations will result in the removal of the Scout from any *activity regardless of its location* by the parents, guardians, or their designees. In this situation the Scout is not allowed to return to any activity with the troop until a Scoutmaster Conference has been held with the Scout and his parents or guardians. It is our intent at this meeting to have a clear understanding of the problem, by both the Scout and his parents or guardians, as well as developing a cooperative solution to the issue.

The following list describes various behaviors unacceptable within our program and inconsistent with BSA policy

- Smoking, in any form, or the use of any tobacco product by any youth at any Scouting event.

- Possession or consumption of alcoholic beverages of any kind.
- Possession or use of any illegal drugs.
- Touching any item that belongs to another individual without first obtaining the permission of its owner.
- Touching, slapping, punching, kicking, stomping on someone's feet, shoving, or wrestling with another Scout.
- Harassing a fellow Scout or use of hazing (abusive and/or humiliating tricks).
- Improper language.

If a Scout exhibits any of the unacceptable behaviors at any scouting function (this could be a day or weeklong event or a weekly troop meeting), The adult in charge has the option to call the scouts parents or guardian for removal from the outing or meeting activity. If the parents are not available, the parents' designee will be phoned for the Scout's removal and not be permitted on any Scout function until a conference with the Scoutmaster has remedied the situation.

It is the responsibility of the parents or guardians to supply the leaders of the troop with an emergency phone number of whom to contact when the parents or guardians are not available.

If a Scout is sent home from an activity, any funds, which have been paid, will be forfeited.

Reoccurring disciplinary problems will be directed to the troop committee chairman for immediate committee action. Committee action at that point might include additional probation, suspension, or expulsion of the Scout from Troop 831 (involving consultation of the Laurel Highland's Council, BSA).

9. MEDICAL FORMS

BSA medical forms are required to be on file for all Scouts at all troop activities. By National Standards they are valid for 12 calendar months.

(Valid for 12 calendar months)

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.

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 hold harmless/release agreement, and talent release statement is 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.

Part D is required to be reviewed by all participants of a high-adventure program at one of the national high-adventure bases and shared with the examining health-care provider before completing Part C.

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**** Be sure to read each class of medical form for restrictions. ****

A full doctor’s exam is required for summer camp. This form should be kept up-to-date for the safety of the Scout. These forms will be taken by the troop on all outings and activities. If you need a new form, please contact an adult leader as soon as possible.

9.1. *PRESCRIPTION MEDICATIONS*

As policy, Scouts are not allowed to store any medications in their personal gear. All prescription medications must be given to the Scoutmaster or registered adult leader in charge with written instructions as to their dosage, use, side effects, and emergency contacts. Parents are required to provide the Scoutmaster with medication or information for those Scouts who are taking behavioral medications when the Troop is on an outing. This will help everyone enjoy the activities and help to lessen the incidents of discipline problems.

9.2. *OVER-THE-COUNTER MEDICATIONS*

Over-the-counter medications such as Aspirin or Tylenol can be kept with the Scout. However, this practice is not recommended. If you wish a Scout to have access to these types of medications, please provide the Scoutmaster or adult leader in charge with a permission slip along with the medication and he will hold on to it for the Scout during an outing or event.

10. *ATTENDANCE*

Boy Scouts is a participatory organization. Scouts are expected to attend and participate in as many Scouting activities as possible. This includes both indoor and outdoor events, meetings, campouts, hikes, etc. The camping experience is one of the things that sets Boy Scouts apart from other organizations. It is through the outdoor experiences that the Scouts learn and grow as the program was intended. Without regular participation, the Scout is not gaining from the program. It would be unfair to the Scouts and the Scouting program to allow Scouts to advance to Eagle without developing the skills expected of this time-honored rank.

After the rank of First Class, participation becomes a requirement for advancement in Star, Life, and Eagle Scout. Up to the rank of First Class, participation reflects on Scout Spirit and still impacts a Scout's advancement. With this in mind, Troop 831, along with many other troops, strongly encourages scouts to have 75% (or better) attendance of all weekly Scout meetings and troop outings to remain active and to advance through these ranks.

Excused absences, as approved by the troop committee, should be requested in advance or within a week of the absence. Please contact the Scoutmaster or committee chairman for more information.

10.1. CAMPING ACTIVITY ATTENDANCE

Attendance on weekend camping trips and other activities will be tracked. Attendance on all camping trips is not mandatory however, camping and service time is required for advancement. Please note that in order for a Scout to be recorded for full attendance on a weekend, he must be present on the last day during the teardown at camp.

11. ADVANCEMENT

The leaders of Troop 831 realize the importance of advancement through the ranks of Scouting, yet we do not plan our program around the desire to propel Scouts from one rank to the next. We believe Star, Life, and Eagle Scout are a cultivation of maturity and self-discipline. This desired nature cannot be injected into a boy with tests or skill requirements, but rather is a continuous growth process in his Scout Spirit from the first day he becomes a Scout. Troop 831 Scouts are encouraged to advance naturally by participating in troop and patrol activities. They are encouraged to develop self-discipline and an individual plan of advancement for completing requirements and earning the various BSA merit badges. We believe that young people participating in cooperative and leadership roles along with a quality outdoor program of hiking and camping will find advancement a natural byproduct of the Scouting program.

11.1. TESTING PROCEDURES

Scouts should not be tested at the time they learn or participate in an activity. Allow at least a week to lapse between the testing and the activity. This will facilitate the learning process by not merely having them regurgitate information. The use of handbooks by the Scouts during the testing is not allowed. They must know the material on which they are being tested. If there is any doubt as to their knowledge of the subject, have them reread the information and test them the following week.

Testing of Scouts should be conducted without the presence of other untested Scouts as this would give unfair advantage to Scouts who may be

helping or watching. Use Scouts of higher rank or Scouters if help is required.

11.2. REQUIREMENT SIGN-OFF

Advancement requirements may only be signed by:

- The BSA trained Scoutmaster
- A BSA trained assistant Scoutmaster
- A BSA trained committee member
- The Scoutmaster's designee for that requirement

Note: A "BSA trained" adult refers to a registered Scouter who has completed Adult Leader Training Course.

11.3. THE RANK ADVANCEMENT REVIEW PROCESS

After a Scoutmaster conference, a board of review is required for each rank. The Board of Review must be done at least 2 weeks in advance of a Court of Honor for the Scout to be recognized at the Court of Honor. If a board determines that a Scout has not satisfactorily completed all of the requirements for a given rank, they may ask him to review or re-work a requirement and return at a later date, as they deem necessary. A Scout cannot proceed in rank until the board affirms that he has completed all the requirements.

Boards of review are made up of assistant scoutmasters and if necessary troop committee members. If there are a lot of boys getting reviewed, the board of review coordinator may attempt to recruit some people to sit in on these boards. Any help that you can give him/her would be greatly appreciated.

Any questions dealing with advancement should be directed to the advancement coordinator, the Scoutmaster, or the troop committee chairperson.

Note: Unlike Cub Scouts, parents of Scouts may **not** sign off their sons requirements unless a special arrangement has been made with the Scoutmaster for that particular requirement, and only that one requirement. (This includes everyone, including the Scoutmaster, all Assistant Scoutmasters and Committee members.) (BSA policy states that assistant

Scoutmasters may not sign off more than three requirements in each rank for their own son.) The exception is the Scoutmaster Conference.

It is extremely important that all leaders' initials be legible with the date in mm/dd/yy format for all sign-offs in the *Boy Scout Handbooks*.

11.4. BSA JOINING REQUIREMENTS

- be a boy who has completed 5th grade; or
- be ten years old and earned the Arrow of Light Award or
- be eleven years of age but not yet eighteen.
- submit a completed Boy Scout application and health history signed by your parent or guardian along with the Scout registration fee

At this point you are registered as a “New Scout” with the BSA. (You are not yet a “Boy Scout”.)

11.5. REQUIREMENTS TO BECOME A SCOUT

The Scoutmaster and his assistants will work with and test the New Scouts on the following requirements to obtain the rank of Scout.

- Repeat the Pledge of Allegiance without assistance or use of a book.
- Demonstrate the Scout salute, sign, and handclasp without assistance or use of a book.
- Demonstrate how to tie a square knot without using any reference or example.
- Describe the Scout Badge without assistance or use of a book.
- With your parent or guardian, complete the exercises in the pamphlet *How to Protect Your Children from Child Abuse and Drug Abuse*, found in the front of your *Scout Handbook*.
- Discuss with the Scoutmaster that you understand and agree to live by the Scout Oath, Law, motto, slogan, and Outdoor Code.

- Participate in a Scoutmaster conference with the troop Scoutmaster. After recognition of the rank, the Scout is allowed to wear the Scout badge on his uniform.

11.6. RANK ADVANCEMENT

Scouts, you are ready to embark upon one of the most time-honored traditions available to any boy. Honor and respect the traditions of Scouting and you will grow personally as you learn and enjoy all that Scouting has to offer. The fun, adventure, and outdoor knowledge you will gain cannot be duplicated anywhere else in the world.

Use your resources (handbook, leaders, and other Scouts) to set goals and achieve your rank advancement. If you make it fun and plan ahead, you can and will achieve the rank of Eagle Scout.

Remember... It's a game with a purpose!

12. “TOTIN’ CHIP” AND “FIREM’N CHIT”

Since new Scouts are anxious to use their knives and build campfires, the “Totin’ Chip” and “Firem’n Chit” cards should be earned soon after joining. They will also help with future requirements. Only a trained, qualified Scoutmaster or Assistant Scoutmaster can work with the Scouts on earning these.

Note: Knives and matches are not to be used by any Scout prior to earning these qualifications. Their use will result in immediate confiscation. Unsafe use of knives, saws, axes, or fire will result in loss of privileges for a period of three months and require re-testing.

For safety reasons, Troop 831 will adhere to the following standards for ax and knife use:

- Sheath knives of any kind are not allowed.
- Any folding knives with blades larger than the palm of your hand are not allowed at any time.
- Lock-back type knives are recommended.

- Unless otherwise specified, all ax use refers to hand axes, not full-size single or double blade axes.
- Butane or any type of lighters is not allowed.
- The proper safety and handling procedures are to be followed at all times.

13. TROOP EQUIPMENT

The troop owns and will supply Scouts and patrols with necessary camping equipment, such as tents, tarps, cook kits, stoves, saws, etc. Each patrol leader, or his patrol quartermaster, will request from the troop quartermaster (QM) the equipment that they need for a campout. **All equipment usage will be logged and signed out.** It is the responsibility of the patrol to check the condition of the equipment prior to signing it out.

Upon return, the QM will inspect all returned equipment to ensure that it is returned in the same, or better, condition as it was checked out. Patrol members will be responsible for any equipment found damaged or missing upon check-in. The QM should report the damaged or missing items to the adult QM or Scoutmaster as soon as it is noticed for discussion on what action should be taken. Scouts and their parents/guardians will be held responsible to replace or repair items that are damaged or lost.

13.1. TENT CARE

Tents collect moisture from the dew and your breathing. We often breakdown camp before the tents get a chance to dry. If they are folded and stored for a long time with water on them, mildew and other stuff will start to grow on them. This ruins the tents! This is why it is very important that you take the tents home and dry them out after our trips. The troop purchases these tents so that all of our Scouts can participate in outdoor weekends.

Please take care of them so that they can last for many years to come. Damages to the tents are the responsibility of the Scouts using them at the time. We sign-out and track the usage of the tents for this reason. Treat them like your own, because they are.

14. TRANSPORTATION

The troop travels to most activities by cars and vans of parents. Parents are asked to help transport the troop whenever possible. There are lots of places to explore, but we can't get there without your help.

The troop departs from and returns to the Saint Johns Church, unless otherwise instructed. The troop departs promptly at the times indicated, so plan to arrive at least 15 minutes early. **Completed parental permission slips and up-to-date medical forms are required before any Scouts may leave for an outing.**

The troop will return approximately at the times indicated. Parents and or guardians will be notified by phone of any significant delays in return times. Upon returning, no one leaves before the gear is stored in the troop supply room. Everyone needs to do his or her share of the work.

In accordance with BSA policy, Scouts under 18 can drive to BSA activities only under the following conditions:

- Six months driving experience as a licensed driver (time on a learner's permit excluded).
- No records of accidents or moving violations.
- Parental permission granted to the leader, driver, and riders.
- Tour leader is an adult at least 21 years of age.

Additionally, the troop requires that drivers under the age of 21 may not transport anyone under the age of 18 unless they are family members or have the written permission of both the driver's and the passenger's parents/guardians.

BSA policy requires the Troop to file a tour plan . Any adult planing to provide transportation must make their current insurance information available to be listed on the permit application.

All occupants must wear seat belts, and no one may ride in the rear deck of station wagons or in the bed of pickup trucks.

15. POSITIONS OF LEADERSHIP

All Scouts are expected to fill a position of responsibility within the troop at some time during their Scouting experience. This position may vary in its duties and responsibilities but will help the Scout grow and understand the meaning of leadership and being responsible, thereby making a contribution to the troop as a whole.

All positions of leadership are a privilege and should be respected and done to the best of the Scout's ability. At any time the Scoutmaster can remove any Scout from his leadership position if the position is not being carried out properly or if attendance standards are not being maintained.

Below are Troop 831's qualifications for junior leader positions. Additional positions of leadership may be assigned and approved by the Scoutmaster and the troop committee.

15.1. SENIOR PATROL LEADER (SPL.)

- Must be Star rank or above or have permission from the Scoutmaster
- Must have attended or plans to attend junior leader training conference (JLTC)
- Must have previously held a position of leadership within a troop.
- Must have the Scoutmaster's consent.
- Must have consent of parents/guardians.
- The SPL assumes this position after successfully fulfilling the ASPL requirements from the prior-scouting year. For whatever reason if the ASPL is unable to assume this position a troop election will be held.
- SPL may not hold any other positions in the troop during his time in office.
- New SPL will take office as soon as possible after the starting date.

15.2. ASSISTANT SENIOR PATROL LEADER (ASPL)

- The 2 runner-ups from the SPL election will be the designated ASPL's.
- All candidates must therefore have the same qualifications as those required for SPL.

- Must have attended or plans to attend junior leader training conference (JLTC).

15.3. PATROL LEADER (PL)

- All candidates must be active members in their patrol.
- All candidates must win by a majority (50%) of the members present in their patrol; if no majority is reached, the two top candidates will compete in a second election with the runner-up becoming an assistant patrol leader.

15.4. ASSISTANT PATROL LEADER (APL)

- All candidates must be active members of their patrol.
- The PL with the consent of the patrol's assistant Scoutmaster appoints the APL.

15.5 TROOP JUNIOR LEADERSHIP

- The Scoutmaster and or troop committee appoints these positions.
- ***Troop Scribe***
- ***Troop Librarian***
- ***Troop Historian***
- ***Troop Quartermaster (QM)***
- ***Chaplain Aide***
- ***Den Chief***

16. TROOP ADULT ORGANIZATION

The registered adult positions within the troop are as follows.

- Scoutmaster (SM)
- Assistant Scoutmasters (ASM)

- ASM New Scout Patrol Troop (ASM)
- Troop Committee Chair Person
- Committee Members (CM)

Please note that the troop committee meets on a monthly basis. This meeting is open to everyone. You do not need to be a registered leader to attend. Meeting times are published in the monthly newsletters and the troop website.

17. BECOMING AN ADULT LEADER

Currently, Troop 831 is fortunate to have many parents and community members helping as adult leaders. These Scouters serve a troop and the Boy Scouts in many ways. Some of these adult leaders accept special assignments that help sustain the routine functioning of the troop. A number of adults serve our Scouts as merit badge counselors. Others lend their support by providing transportation and an adult presence for our camping trips.

Adults attending scouting events or transporting boys that are not theirs must have Youth Protection training.

If you are thinking of becoming an adult leader with Troop 831 you are encouraged to contact the Scoutmaster, Committee Chair . They can provide you with detailed information on how to join the troop. They will also provide you with assistance on processing your BSA adult leader application.

The Troop will pay the BSA registration and insurance fee for any adults wish to become registered leaders.

Scouting provides many wonderful shared experiences for parents and sons who join Scouting together. Let us know if you want to be more involved in the Scouting life of your son.

17.1 ADULTS WHO WANT TO BE A MERIT BADGE COUNSELOR

If you would like to work with Scouts on a merit badge in a subject with which you have knowledge, you will need to do the following:

- Fill out an adult Scouting application and merit badge counselor application.

- Do not sign up for more than 10 merit badges.
- Have the form approved by the Scoutmaster and troop committee.
- Wait for approval from the council before proceeding. Do not offer a merit badge if you have not been approved for that merit badge.
- Once you have made it known that you are available for a merit badge, let the Scouts contact you. They are supposed to be doing the work, not you, don't chase after them to do the merit badge. Always have two-deep leadership at any time you are working with Scouts on a merit badge. No exceptions.

18. MERIT BADGES

Merit badges are an important part of the Scouting experience. They help teach new skills, or increase knowledge and awareness in a subject area. The subjects are intended to challenge while being fun. There are currently over 120 merit badges available to Scouts, some of which are required for Eagle Scout. (The combination of merit badges required for Eagle Scout is explained in the *Scout Handbook*.)

18.1. MERIT BADGE PROCESS

Any of the 120 merit badges may be taken at any time while you are a registered Scout, but you should always check the requirements in the front of the merit badge pamphlets before jumping into choosing a merit badge. Some will be harder than others and may require that you learn additional skills before attempting that merit badge. Some merit badges have prior requirements before applying (such as Camping). If in doubt, check with an adult leader.

- Find a merit badge that you would like to do from the list in your *Scout Handbook* or from the *Merit Badge Requirements* book. If you have any questions about a merit badge, contact one of the adult leaders in the troop.
- Contact the Scoutmaster. The Scoutmaster will give the Scout a list of 3

names to contact (if there are 3 registered counselors for the merit badge chosen). The list will include merit badge counsels from the troop first. If there are not enough from the troop then the list will include names of merit badge counselor from the district. Parents of the boy who teach the merit badge that the boy has chosen will only be on the list if they are the only ones who are available to teach the merit badge. If the boy has identified a merit badge counselor that he would like to use, he needs to seek Scoutmaster approval.

- Acquire and read the merit badge pamphlet thoroughly to familiarize yourself with the subject. (The troop has a library of merit badge pamphlets you may borrow. Ask the troop librarian.)
- Once you have found a merit badge counselor, obtain a signed merit badge application (blue card) from the Scoutmaster or advancement coordinator.
- Contact the merit badge counselor for an appointment to meet and discuss the requirements and/or instructions for that merit badge.
- Meet with the merit badge counselor and start working on your badge.
- Remember, Scouts are responsible for keeping track of their own blue cards. This is especially true for partial (incomplete) blue cards. Partial blue cards are good until a scout reaches the age of 18.
- When you have satisfactorily completed the merit badge, return the signed merit badge card (“blue card”) to the troop advancement coordinator or Scoutmaster for review and approval.

19. SCOUTING LITERATURE

Many questions Scouts and their parents have regarding skills or general information can be found in Scouting publications from the BSA. Listed below are those books that will provide the answers to most of your questions.

19.1 THE BOY SCOUT HANDBOOK

This book is required for all Scouts and provides general information that all Scouts should know and an individual's advancement record. It also includes a 24-page parent's guide on child abuse and drug abuse.

19.2 FIELDBOOK - BOY SCOUTS OF AMERICA

Based on the experiences of millions of Scouts and leaders, this book holds essential information for every outdoor enthusiast. It is a supplement to the *Scout Handbook*.

19.3 JUNIOR LEADER HANDBOOK

Provides a reference for all junior leaders to help them understand the importance of each of their jobs in the successful operation of their troop. (Highly recommended for all junior leaders.)

19.4 BOY SCOUT REQUIREMENTS

Includes updated requirements for all merit badges, rank advancements, and special opportunity awards. (Watch for yearly revisions.)

19.5 INSIGNIA GUIDE

An illustrated guide to the correct placement and usage of official insignia and other badges for all programs of the BSA.

20. Acknowledgements

The following sources of information were used to assemble this handbook.

- The Boy Scout Handbook

- The BSA Scoutmasters Handbook
- The BSA Insignia Guide
- The BSA Guide to Safe Scouting
- The BSA Junior Leader Handbook
- Macscouter.com
- MeritBadge.com
- Scouting.org
- BSA Youth Protection Guidelines

We, the troop adult leadership, hope that this guidebook proves to be a valuable resource and has laid out the guidelines essential for our troop as we continue to grow and provide an excellent Scouting program. And, as our troop grows, we expect that this guidebook may grow and change as well. Please watch for possible corrections or additions, which may be supplied in the future.

If you have any questions or comments that you would like presented to the committee, please do not hesitate to contact me or any registered troop adult leader.

Yours in scouting.

Sincerely,



Vincent M Mastandrea
Wed Sep 28 2011 15:02:26



Scoutmaster Troop 831

