

Troop 810

Scout and Parent Handbook



TROOP 810 SCOUT AND PARENT HANDBOOK

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Welcome to Troop 810

Dear Scouts and Parents,

Welcome to Scout Troop 810! We are excited to have you joining us. Hundreds of boys or girls throughout the history of Troop 810 have contributed to our reputation as a fun, hardworking and award-winning Troop. One of the major factors contributing to our continued success is the active cooperation and participation of Scouts and parents like you.

When a boy or girl joins the Troop, his or her parents join the Troop as well. Experience has taught us that your son's or daughter's interest and accomplishments will be in direct proportion to your participation with him or her. You will find that time spent in Scouting is quality time between parent and son. We encourage you to become involved in the Troop in a leadership or support role.

The Troop handbook is meant to smooth your transition into Scouting and Troop 810. The following pages will answer many questions you may have. Please review handbook together and save it as a reference during your son's or daughter's Scouting career.

The Troop handbook is not a replacement for the official Scout Handbook. All national policies are not covered here. The information in this handbook is meant to supplement the Boy or Girl Scout Handbook and to provide specific information on our Troop. Every Scout who joins Troop 810 will get a copy of the Troop Handbook and will be expected to know what it says. If you don't understand something, ask.

Feel free to contact us or one of our Assistant Scoutmasters any time you have questions.

810B: chriswassif@gmail.com or (410) 375-1516
810G: morleymj77@gmail.com or (910) 987-2324

Welcome to Troop 810! We are glad you're joining us!

Sincerely,

Chris Wassif and Mike Morley
Scoutmasters

Mission

Service, Honor, and Duty on the Trail to Eagle. Troop 810 believes in a program that:

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- ❖ Emphasizes outdoor experiences and community service.
 - ❖ Provides opportunities for leadership development.
 - ❖ Provides an appreciation of our environment.
 - ❖ Promotes a life exemplifying the Scout Oath and Law.

We emphasize community service as an important way of demonstrating good citizenship. We are very proud of the tradition of excellence that has allowed a high percentage of our Scouts to advance to the rank of Eagle, and we encourage every Scout to work hard to achieve his or her lofty goal.

Scouting Is Different

You may have already noticed some big changes. Throughout Cub Scouts and Webelos, adult leaders planned every aspect of Pack activities and advancement. In Scouts, however, the Scouts are responsible for almost everything, including communicating with parents. We encourage you to have your Scout ask the Troop leadership, following the "chain of command" beginning with his or her Patrol Leader, for guidance in any questions he or you might have. This is a very important part of building self-confidence and teamwork!

The Scouts Organizational Structure

Nationally, the BSA is broken down into large regions called Councils, and Councils are further divided into Districts. Districts are made up of Cub Scout units called Packs, Boy or Girl Scout units called Troops, and Venturing units called Crews.

Scout Troop 810 is a part of the Baltimore Area Council in the Harford District.

Our Chartering Organization, St. Francis de Sales Catholic Church, sponsors our Troop. The Chartering Organization owns our Troop and is responsible for approving leadership and providing us with a place to meet

Membership Requirements

Every Scout and adult leader must fill out an official Scouts of America application to join the Troop. In addition, each Scout and registered adult leader must have on file a current Medical Form. The form can be found on our web site as well as the Council and National BSA web sites.

Expectations of a Scout Parent

Each young man or woman and his or her family are important members of our Troop. Active, involved parents and family are vital to a Scout's advancement and level of interest.

The parent of a Scout should:

- ❖ Enjoy the Scout experience alongside your son or daughter!
- ❖ Provide the necessary uniform, equipment and transportation for your Scout so that he or she is properly equipped to participate in Troop and Patrol activities.
- ❖ Provide encouragement to your Scout. Help him or her set goals, which will help further his or her Scouting experience. The success and enjoyment of the Scout increases as the Scout's participation increases. Allow time to review, study and practice his or her rank requirements.
- ❖ Provide never-ending encouragement to your Scout in his or her advancement, service and commitment to the Scout Oath and Laws.
- ❖ Provide Information to the Scoutmaster or one of the Assistant Scout Masters regarding problems or concerns you or your Scout may have (medical conditions, learning disabilities, medications etc.).
- ❖ Allow your Scout to "learn by doing". He or she will make mistakes when trying to accomplish tasks on his or her own, but this builds character! Remember, there are many older scouts and adult leaders present to ensure that new Scouts and their patrols don't do anything that jeopardizes safety or other basic requirements.
- ❖ Encourage your Scout to attend summer camp! Experience proves that new Scouts are much more likely to stay in Scouting, enjoy Scouting more, and advance more quickly by attending summer camp.
- ❖ Help your son or daughter to find the time to study his or her advancement requirements, and if possible, test your son or daughter on those requirements so that he or she is more comfortable when reviewed by the Troop leadership. In accordance with Scout policy, parents are not authorized to sign-off on Scout requirements for their son.
- ❖ Attend and/or support Courts of Honor, campouts, fund-raisers and other Troop 810 activities as your time allows. We welcome your participation.
- ❖ As a parent, participate in the Troop's activity based on your own family and work situation and demands. Troop 810 historically has had an excellent level of adult volunteers; and we expect each family to help the Troop where possible. Adult leadership opportunities abound as outlined later in his or her handbook.
- ❖ We welcome and encourage the participation of all parents and guardians in our program in all areas, meetings, merit badge counseling, and camping. Some levels of participation require registration as an adult leader and BSA training.

The support and involvement of parents and family members in Troop 810 are what has made the Troop so successful throughout the years. Many positions honestly will require only a few hours of your time. Experience has shown that parental involvement, either in a leadership or a support role, has a direct bearing on the motivation a Scout has and the accomplishments he achieves. **New Leaders Are a Must.** With new Scouts, we expect to gain new leaders as well. Parent volunteers are a must in order to support the new Scouts.

Weekly Meetings

Troop 810 meets every Sunday evening during the school year from 6:00-7:30 p.m. (approximate ending) at St. Francis de Sales Catholic Church. The Troop calendar will indicate specific dates for each meeting.

At Troop meetings, Scouts are expected to arrive **on time, in uniform**, with their **Scout handbooks**, as they work on advancement. We are all expected to conduct ourselves as guests of the Church and leave it in the same condition and order as it was when we arrived.

Meetings are planned and run by the Scouts with the guidance of the Scoutmaster and Assistant Scoutmasters. Having the Scout leadership run the Troop meetings is an important part of helping the Scouts grow. A typical Troop meeting may include a review of activities that have just past, discussion and planning on future activities, some skill development or practice, a Patrol meeting, and possibly a brief ceremony or discussion on topics highlighting Scouting ideals.

Outline of a Typical Troop meeting:

- ❖ Scout and leader sign in and activity sign ups.
- ❖ Gather for the opening ceremony, hear announcements of upcoming events, make plans by patrol for upcoming activities, and plan for upcoming outings. Sometimes there is a special program planned with a guest speaker or visitors.
- ❖ Work on rank advancements, including merit badges, either in groups or individually with older Scouts or a merit badge counselor.
- ❖ Gather for the closing ceremony

It is our hope that meetings will be fun and productive. Some of this is dependent on the Scout-led nature of the meeting as well as the Scouts' level of participation and behavior during a meeting.

While we make every attempt to end our meetings on time, depending on the activities in which the Scouts are engaged some meetings may run over the designated end time. Scouts should not leave a Troop meeting early (prior to the Senior Patrol Leader's dismissal) unless the Scoutmaster and/or Senior Patrol Leader have been informed.

Scouts are expected to have good participation at Troop meetings. Poor participation at Troop meetings (e.g., <50%) may result in forfeiture of camping privileges or ineligibility to advance to the next rank, at the discretion of the Scoutmaster.

Schedule Conflicts: From time to time, scheduling conflicts will arise. The Troop has always held schoolwork, religious education and family responsibilities as a high priority. Be assured there is no penalty for an excused absence from any meeting. If a Scout is unable to attend a Troop meeting, or make some other Troop function due to such a conflict, it is expected that the Scout will call his or her Patrol Leader and let him or her know. **This is a responsibility of the Scout and not of his or her parent.**

Participation Requirements

In order for a Scout to advance in rank, Scout policy requires him or her to be active in the Troop. Although specific attendance requirements are not required by Scouts of America for advancement, Troop 810 encourages Scouts to participate in at least 50% of the Troop meetings and events, and 50% of the Troop outdoor activities unless other arrangements are made with the Senior Patrol Leader (SPL) and/or Scoutmaster. If a Scout is unable to participate at his or her level, the SPL or Scoutmaster may ask the Scout to a conference to discuss the Scout's participation. Troop events are important to the Scout's development. Every event missed may mean a skill or lesson lost. Scouts are expected to participate in all aspects of the Troop program, including community service.

Health and Safety

Troop 810 follows the BSA Guide to Safe Scouting to ensure that appropriate safety procedures are followed at all Troop activities.

Health forms: It is imperative that the uniformed leaders have a thorough knowledge of each Scout's medical background, including authorization for treatment should the need arise. The following describes the Annual Health and Medical Record form:

- ❖ Part A & B - Required for all BSA unit members on an annual basis and will be collected in January. Both parts are required for all events that do not exceed 72 hours.
- ❖ Part C - Required with parts A & B for any events that exceeds 72 consecutive hours and will be collected prior to those activities (for example summer camp).

The medical information on the form will be kept in strict confidence, but it is very important. It lets the Troop leadership know about any medical situations that the Scout or adult may have (asthma, allergies, medical restrictions, etc.) and, in the event of an emergency, gives permission for a doctor to treat a Scout (or adult) if a parent cannot be reached. Please be truthful and thorough when completing the medical form. In addition, a copy of a current health insurance card (both front and back) must be on file with the Troop.

**Adult leaders must have a medical form on file in order to participate in any outdoor Troop activity.*

Medications: Scouts may be taking medications during different trips. The official BSA policy on medications reads as follows:

The taking of prescription medication is the responsibility of the individual taking that medication and/or the individual's parents or guardian. A scout leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a scout takes the necessary medication at the appropriate time. But BSA policy does not mandate nor necessarily encourage the scout leader to do so.

Please indicate on the Trip Permission Form any medications that the Scout will be taking during the trip along with instructions. Please bring this to the Adult Trip Leader's attention and discuss with him or her/her how the medication will be stored and dispensed.

During long-term camps (e.g., summer camp) medications are typically turned-in to the camp medical officer who monitors the storage and dispensing of all medications.

Please note that the medication must be in the original bottle with directions printed on the bottle. Medical staff cannot deviate from the prescribed regiment. If the medication warrants a Scout keeping it with him or her (e.g., insulin, inhalers) it is recommended that duplicate medications be provided -one for the medical officer and one for the Scout.

First Aid: We recommend that each Scout and adult have their own first aid kit. The Troop maintains a first aid kit as well. Scouts are trained in rudimentary first aid skills and may treat themselves or another, when the situation warrants (e.g., simple cuts, nose bleed, etc.). The Adult Trip Leader and/or Scoutmaster should be immediately advised as to the possible need for first aid and shall either perform or supervise the provision of such aid as they deem necessary. Most of the Scoutmaster Staff are Red Cross trained in first aid and CPR and shall use their discretion in determining if professional medical treatment is sought. Prior to seeking professional medical treatment, efforts will be made to contact parents to apprise them of the situation and secure permission for treatment.

Youth Protection: All activities that include adult leadership will strictly follow the Youth Protection and Safe Scouting guidelines set forth by the Scouts of America in the BSA publication *The Guide to Safe Scouting*. Adult leadership is *always* two deep, which means two leaders must be with the Scouts at all times. No Scout should ever be in the company of an adult without being in sight of others, or without having another adult in attendance. Adults may transport a Scout from one location to another without another adult in the vehicle as long as there are at least two Scouts in the vehicle. Other policies as spelled out in the Youth Protection and Guide to Safe Scouting guidelines may apply. BSA policy requires adult volunteers to take Youth Protection Training before they can become a registered leader. All registered adult leaders involved with the Troop must take Youth Protection training every year and review these policies before attending a Troop event. Youth Protection training is offered at most Scout adult training and is also available online. Other adults are also encouraged to take his or her training course. Youth Protection guidelines are for the protection of both the Scout and the adult leader and should be strictly adhered to. If two adults cannot accompany the Scouts on a trip, the trip will be cancelled.

Shield the Vulnerable: Our Chartered Organization through the Baltimore Archdiocese requires that all adults that may come in contact with minors through Scouting (or any other ministry) are required to complete training on Youth Protection established by the Archdiocese. Any adult serving in any capacity with the Troop (including merely attending a trip) must complete his or her training. Training is offered online.

Drug, Alcohol and Tobacco Policy: The following policy on smoking and alcohol is quoted from the current BSA Committee Guidebook and Scoutmasters Handbook.

It is the policy of the Scouts of America that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Scouts of America, or at any activity involving participation of youth members.

Health is a most valuable possession. Smoking will dangerously impair a person's or daughter's health. The BSA recommends that leaders maintain the attitude that young adults are much better off without tobacco. Leaders are encouraged not using tobacco products in any form nor allow their use at any BSA activity.

Behavior: Scouts and adult leaders are expected to live their lives in accordance with the Scout Oath and Scout Law.

There will be no throwing rocks, sticks, or any objects that may cause harm or personal injury.

A Scout is clean in thought, word, and deed. Vulgarity or profanity is not acceptable Scout behavior and will not be tolerated.

Verbal or physical bullying of any Scout will not be tolerated. Fighting and hazing are not permitted; this is not considered Scout-like conduct.

Each Scout will respect leadership at all times. Any Scout that refuses to cooperate with either scout or adult leaders at any Troop function will be sent home (parents will be called to pick the Scout up). Scouts will not be disrespectful. Scouts who refuse to conduct themselves in accordance with the Scout Oath and Scout law will be subject to disciplinary action.

Destruction of Troop, Patrol, or personal property will not be tolerated. At the Scoutmaster's discretion, repairs or replacement will be at the Scout's or Parent(s)/Guardian(s) own expense. All Troop equipment will be maintained properly including all tents, lanterns, utensils, dishes, pots, and pans, etc.

The youth leaders of the Troop will report Scouts who are repeatedly involved in minor discipline issues to the Scoutmaster. The following procedures will be followed:

- ❖ Incident #1: Verbal warning
- ❖ Incident #2: Conference with the Scoutmaster
- ❖ Incident #3: Scoutmaster Conference with the Scout's parents
- ❖ Incident #4: Membership termination with the Troop.

Major discipline issues such as fighting, bullying, or acting in an unsafe manner that endangers the Scout or other will be handled by the Scoutmaster and may result in immediate termination.

If at any time, any Scout (or his or her parents) do not feel safe on any Troop activity, he or she should immediately bring the matter to the attention of the adult leader(s) in charge.

Electronics Policy: Troop 810 has chosen to develop a unified electronics policy to govern cell phone and other electronic devices use during meetings and outings. Every scout will be required to take the Cyber Chip training and sign the BSA Cyber contract to receive their Cyber Chip. If a scout wishes to use their devices, they must have the Chip present with them and must be prepared to present it if questioned. The Cyber Chip will be enforced in the same manner that the Totin' and Firem'n Chit's are enforced, (If a rule is broken, a corner of the chip will be cut off). At meetings, you must get permission from a Scoutmaster, SPL, ASPL, or Patrol Leader, to use your phone. After receiving permission, you may use your technology appropriately. While on

camping trips, a phone may only be used for photography. You MAY use you phone, in a tent, at night, ONLY if your activity/use is appropriate. If a Scout loses all four corners you must retake the class to re-earn your Cyber Chip. His or her contract has to be read and signed by the Scout and his or her/her parent order to use your technology.

Scout rules for cell phone use:

- ❖ The Cyber Chip must be present with the scout at all times when the device is being used.
- ❖ Before a Scout uses a device, they must be given permission to use it by a Scoutmaster, SPL, ASPL, or Patrol Leader.
- ❖ Other than in the case of an emergency, a scout must inform a scoutmaster before calling their parent. (A scout must also inform a scoutmaster in times of an emergency).
- ❖ Conversely a parent should never directly contact a Scout during an outing. All communications should be through the scoutmaster in charge of that outing.
- ❖ A scout will only be allowed to play games in a tent, at night. They also must be appropriate.
- ❖ Devices may be used to take pictures BUT, if you are caught doing something inappropriate, you will have a corner cut off.
- ❖ The device should be secured in a pack and/or out of sight when not being used.
- ❖ No pictures or videos may be taken of a scout without their permission. This applies to social media too.
- ❖ Scouts must have ear-buds to listen to music. This is to prevent disturbing other scouts or people.
- ❖ In addition to using ear-buds, NO inappropriate, (explicit) music may be listened to.
- ❖ **ABSOLUTLY NO CYBER BULLYING WILL BE TOLERATED!!!**
- ❖ The scout's cell phone number **MUST** be given to the Troop.
- ❖ A scout's phone may only be used for a scout appropriate reason and at an appropriate time.

Troop Finances

Dues: Dues are paid quarterly, as determined by the Troop Committee. Currently dues are \$20 per quarter or \$80 per year plus the annual recharter fee set by BSA. Payment of dues entitles Scouts to hold positions of leadership within the Troop, attend meetings, camping functions and any other Scout function. If dues are not paid timely, the Scout is considered "inactive." If dues are not paid in full as of November 1, as we re-charter our Troop, a Scout's membership maybe dropped from the BSA and Troop rolls. The money generated from dues is used for insurance, advancement material, annual re-chartering, equipment and training classes for adult leaders and Scouts. A copy of our annual budget with details regarding our fees and expenses is available to all parents and our Treasurer provides regular updates on the Troop's finances at our Committee meetings.

Camping/Troop Activity Fees: The Troop keeps the cost of dues low, and collects fees for most camping events or activities that have additional expenses associated with the specific event, such as food costs and transportation. Fees will vary depending on the duration of the campout or activity (2 nights versus 1 night), the distance traveled, whether or not registration fees or park permits are required and any special equipment for the activity. Failure to register and/or pay on time as indicated by the Trip Leader could result in exclusion from the event.

Fund Raising: The dues collected do not fully support the Troop for the whole year. The Troop raises funds through money-earning activities approved by the Troop Committee. The Troop routinely conducts three different fund raising events.

- ❖ Troop Fundraisers: Funds raised during a Troop fundraiser are deposited in the general fund and are used to support the whole Troop through the purchase of equipment, or to offset the cost of trips. Examples of these fundraisers in the past include spring mulch sales, car washes, and dining nights at local restaurants.

- ❖ Individual Fundraisers: Also referred to, as Scout Account fundraisers. These Fundraisers directly support the Scout, with each Scout receiving his or her individual profit. In the past the Troop has sold candy and holiday wreaths the profits of these fundraisers being deposited directly into the Scout's account with the Troop. These funds can be used to pay dues or trips.

- ❖ High adventure: These fundraisers are specifically held to offset the cost of high adventure trips. Scouts attending high adventure trips are required to attend. If a Scout is not going on a high adventure trip, we encourage all Scouts to support the other Scouts by participating in the fundraiser.

The Troop is always looking for new opportunities and ideas how to raise funds. Please get involved and bring any ideas to the fundraising chair, committee chair, or Scoutmaster.

Troop Organization

Troop Youth Leadership: The pinnacle Scout position in the Troop is the Senior Patrol Leader, or SPL. Next are the Assistant Senior Patrol Leaders, or ASPLs. Senior Scouts also serve as Troop Guides and instructors, mentoring younger Scouts. Then come Patrol Leaders, Assistant Patrol Leaders, and other Troop leadership positions such as the Scribe, Quartermaster, Chaplain Aide, Historian and any other position stated in his or her handbook. These are all elected positions in Troop 810, however the Scoutmaster has the authority to appoint scouts to positions as needed and in extreme circumstances remove a Scout from a leadership position for behavior, lack of leadership, or significant absenteeism. It is very important to remember that the real leadership in a Scout Troop comes from the Scouts themselves. Adults are involved to maintain safety, provide guidance when necessary, and make sure the aims of Scouting are being met. The Scouts should run the Troop. Lord Baden-Powell, the founder of Scouting, said "Never do a thing for a boy that he can do for himself." Allowing the Scouts to run their Troop provides opportunity for personal growth and chances to learn leadership skills.

Patrols: The Troop is organized into several different Patrols, generally consisting of 8 - 12 Scouts of various ages and experience levels. Patrols work together to develop pride in their group, learn new skills, go on outings, play games, and compete in inter- Patrol contests.

- ❖ Each Patrol is led by a Patrol Leader and his or her Assistant. During his or her year tenure, the Patrol Leader is responsible for seeing that their Patrol is well informed and operates efficiently during Troop meetings and trips. The Patrol Leader shall assign duties to each member of their Patrol to ensure that the responsibilities of food shopping, cooking, cleaning, trash detail, fire detail, and latrine cleanliness are equally shared. Each Scout should give their Patrol their very best effort in performing duties so as to be an example for others.
- ❖ The members of a Patrol should eat together and tent together during camping trips so as to develop Patrol spirit and maintain an organized structure.
- ❖ Each Patrol is provided with the same camping equipment; including tents, groundcovers, tarps, propane stove, cookware, lantern, etc.

Given the Troop's full calendar and the family, school, church and other extracurricular commitments of our Scouts, our Patrols typically do not have separate Patrol meetings outside of Troop meeting time and camping trips. Nevertheless, a Patrol may choose to get together at different times for fun, fellowship, service or advancement work.

Patrol Leaders Council – Known in Troop 810 as Greenbar

The SPL, ASPL, Patrol Leaders, Quartermaster, Troop Guides, and Scribe comprise Greenbar. Greenbar meets once a month, or as directed by the SPL. Its purpose is to plan monthly meetings, trips, outings, and discuss issues that may be arising in the Troop. Patrol Leaders Council referred to in Troop 810 as Greenbar is the leadership organization within the Troop and is where the real decisions that guide the Troop come from. The SPL, ASPL's, Troop Guides and Patrol Leaders comprise Greenbar and may vote on issues. The other members are non-voting members. A member of Greenbar must make at least 2 out of every 3 meetings on a rolling basis or risk losing his or her leadership position.

The Scoutmaster, Assistant Scoutmasters and various Troop Committee members provide appropriate support to Greenbar.

Troop Elections: The SPL and ASPL's may be appointed by the Scout Master or elected by the troop. All other junior leader positions are elected by the Troop for a term of one year. Elections are held every December. Elections may be held at other times throughout the year as deemed necessary by the Scoutmaster. The Scoutmaster has the right to remove any leader at his or her discretion.

Scout Leadership Job Descriptions: This section details the leadership positions in the Troop. Leadership is important to advance in rank, maintaining a strong program, and personal growth. Even if the Scout does not currently hold a leadership position in the Troop, he or she should make sure they understand the responsibilities of those that do. Those being led should take responsibility to make sure that those they choose as leaders do their job.

Senior Patrol Leader

Reports to: Scoutmaster

Specific Duties:

- ❖ Preside at all Troop meetings, events, activities.
- ❖ Chairs Greenbar.
- ❖ Name appointed leaders with the advice and consent of the Scoutmaster
- ❖ Assign duties and responsibilities to other leaders.
- ❖ Work with Scoutmaster in training junior leaders.

Assistant Senior Patrol Leader

Reports to: Senior Patrol Leader

Specific Duties:

- ❖ Be responsible for training and giving direct leadership to the following junior leaders: Scribe, Librarian, Troop Historian, Instructors, Quartermaster, and Chaplain Aide.
- ❖ Help with leading meetings and activities as called upon by the SPL.
- ❖ Take over Troop leadership in the absence of the SPL.
- ❖ Perform tasks assigned by the SPL.

- ❖ Function as a member of the Greenbar.

Patrol Leader

Reports to: Senior Patrol Leader or Assistant Senior Patrol Leader

Specific Duties:

- ❖ Plan and lead patrol meetings and activities.
- ❖ Keep patrol members informed.
- ❖ Assign patrol members a job(s) and help them succeed.
- ❖ Represent the patrol at all Greenbar meetings.
- ❖ Prepare the patrol to take part in all Troop activities.
- ❖ Develop patrol spirit.
- ❖ Work with other Troop leaders to ensure the Troop runs well.
- ❖ Aid members of the patrol to advance in rank.

Assistant Patrol Leader

Reports to: Patrol Leader

Specific Duties:

- ❖ Assist the patrol leader in planning and leading patrol meetings and activities.
- ❖ Assume the role of the patrol leader in his or her absence.

Guide

Reports to: Assistant Senior Patrol Leader and Assistant Scoutmaster for Basecamp

Specific Duties:

- ❖ Help Scouts meet advancement requirements through First Class.
- ❖ Prevent harassment of new Scouts by older Scouts.
- ❖ Help Assistant Scoutmasters train new patrol leader when he is elected.
- ❖ Guide new Scouts through early Troop experiences to help them become comfortable in the Troop and the outdoors.
- ❖ Function as a member of the Greenbar.

Instructor

Reports to: Assistant Senior Patrol Leader and Assistant Scoutmaster for Base Camp

Specific Duties:

- ❖ Instruct Scouting skills as needed within the Troop or patrols.
- ❖ Attend at least 50 % of the Troop meetings and activities during his or her service period.
- ❖ Prepare well in advance for each teaching assignment.

Junior Assistant Scoutmaster

A Scout (usually an Eagle Scout) must be at least 16 years of age, but not yet 18 years of age to serve as a Junior Assistant Scoutmaster. On his or her 18th birthday, he or she must register as an adult and is eligible to become an Assistant Scoutmaster.

Reports to: Scoutmaster

Specific Duties:

- ❖ Accomplish any duties assigned by the Scoutmaster.

Troop Quartermaster

Reports to: Assistant Senior Patrol Leader and Equipment Coordinator

Specific Duties:

- ❖ Keep records of patrol and Troop equipment.
- ❖ Keep equipment in good repair.
- ❖ Issue equipment and see that it is returned in good order.
- ❖ Suggest new or replacement items.
- ❖ Work with Assistant Scoutmaster and Troop Committee member responsible for equipment.
- ❖ Maintain Troop trailer and keep organized.

Scribe

Reports to: Assistant Senior Patrol Leader and Secretary

Specific Duties

- ❖ Attend and keep a log of Greenbar meetings
- ❖ Assist the Secretary with preparation of the monthly newsletter; Trailblazer.
- ❖ Work with appropriate Troop Committee members responsible for finance, records, and advancement.

Chaplain's Aide

Reports to: Assistant Senior Patrol Leader and Chaplain

Specific Duties:

- ❖ Provide a spiritual tone for all troop meetings and camping experiences.
- ❖ Prepare a Troop prayer for each Troop function.
- ❖ Encourage Troop members to strengthen their own relationship with God through personal prayer and devotions.

Historian

Reports to: Assistant Senior Patrol Leader and Historian Advisor

Specific Duties:

- ❖ Gather pictures and facts about past activities of the Troop and keep them in scrapbooks, wall displays, or information files.
- ❖ Take care of Troop trophies and keepsakes.
- ❖ Keep information about Troop alumni.

Den Chief

Reports to: Cub Scout Den Leader and Assistant Senior Patrol Leader

Specific Duties:

- ❖ Serve as the activities assistant at Den meetings, to help prepare Scouts to join our Troop.
- ❖ Meet regularly with the Den leader to review the den and pack meeting plans.
- ❖ Project a positive image of Scouting.

Bugler

Reports to: Assistant Senior Patrol Leader

Specific Duties:

- ❖ Play Taps at the end of each Scout meeting closing ceremony.
- ❖ Close every Court of Honor with the playing of Taps.
- ❖ At Trip Outings (where it would be possible to bring a bugle), play Taps each evening at the appropriate time.
- ❖ Play at any time deemed appropriate by the Scoutmaster or Senior Patrol Leader.

Webmaster

Reports to: Assistant Senior Patrol Leader and Webmaster

Specific Duties:

- ❖ Helps out with Troop Web site where needed.

OA Troop Representative

Reports to: Assistant Patrol Leader

Specific Duties:

- ❖ Coordinate unit involvement with the Order of the Arrow, including Troop elections, and Camp promotions.
- ❖ Request lodge and chapter resources to help meet Troop needs.

For all the above positions the Scout must:

1. Set a good example.
2. Wear the uniform correctly.
3. Live by the Scout Oath and Law.

Order of the Arrow

Each year, Troop 810 holds elections for candidacy to the BSA's National Honor Society -the Order of the Arrow (OA). OA seeks to recognize Scouts and Scouters who, as campers, exemplify the Scout Oath and Law in their daily lives. The three principles of the OA are brotherhood, cheerfulness and service. Scouts are nominated for election by the Scoutmaster, based on pre-established criteria. The Scouts in the Troop then elect those nominated Scouts who they feel are deserving of the honor. Each Scout may vote for as many nominated Scouts as they choose. Those nominated Scouts receiving votes from at least 50% of the Scouts voting become eligible candidates for the Order and are 'called- out' at a special OA ceremony usually held during Icicle. The Troop Committee may, at its discretion, also select eligible adult Scouters each year as a candidates (One Scouter is permitted per 3 Scouts elected). Candidates for OA must complete an Ordeal Weekend (typically held 8x a year at Broad Creek Memorial Scout Reservation) in order to become a member of the Order of the Arrow. After being initiated into the Order as an Ordeal member, an 'Arrowman' can later progress to Brotherhood and Vigil honors.

Adult Leadership

Parents are encouraged to show support for their Scout by becoming an adult leader with the Troop. Many hands make light work; and the more adult involvement with the Troop, the better program we can provide for our sons.

Only registered Troop leaders may accompany the Troop on outings, unless the outing is specifically designated as a family outing. To become a registered adult leader an adult must complete and submit an Adult Leader Application that must be approved by the Troop Committee Chair and the Chartered Organization Representative. The application is then submitted to the Baltimore Area Council for final approval. All adult leaders are required to submit a BSA medical form, complete Shield the Vulnerable Training and all required BSA training courses including Youth Protection. All registered adult leaders are expected to have a specific function within the Troop.

Before a parent joins the Scouts on an outing, it is important for that parent to remember that Scouts is a Scout run program, not an adult led program. ***The Scout run Troop is one of the most basic and important principles of the Scouting program.*** If a parent participates in an activity, it is very important that she/he do their best to be adult Scout leader, not parent. In order for the Scout program to succeed, the Scouts have to be free to make decisions, succeed, fail, and learn by running their own Troop. Failure is sometimes the best teacher, and success is a reward both for the Scouts and the adults who guide them. Parents should not be offended if the Scoutmaster or Assistant Scoutmaster asks them not to make suggestions or to help in certain situations, and should not worry when the Scout leader appears to be letting the Scouts make a bad decision. Adult leaders are there to guide and maintain safety, and we will never allow a Scout to make a mistake that would seriously compromise their safety. Being a Scout leader is not easy in any capacity, and becomes even harder when your own son or daughter is involved. Rest assured that the Troop adult leaders want parents to participate in all aspects of the Troop, and they will do anything they can to make the experience fun and rewarding.

All adult leaders serving an active role with the Troop must make arrangements for the BSA training classes appropriate for their position. This training is offered several times a year and online and helps to assure that everyone involved in the Troop's leadership understands the goals of Scouting. In addition, trained leaders are one of the requirements for the Troop to earn the Quality Unit Award.

The Adult Troop leadership consists of two main groups: The Troop Committee and The Scoutmasters.

The Troop Committee: The first group, the Troop Committee, is made up of adults who meet monthly to discuss issues and make decisions for the Troop. The Committee is led by the Committee Chair and must have a Treasurer and Secretary. The members of the Troop Committee fill other Committee positions. The Committee makes policy decisions, keeps records, and constantly monitors the program quality. Committee members also are welcome to join outings and help with special events. Committee meetings are typically held on the first Sunday of each month. Specific dates can be found on the Troop calendar. All parents are encouraged to attend these meetings, however, voting on Troop matters is restricted to members of the Troop Committee. Scoutmasters are not considered voting members of the Troop Committee.

In order to serve on the Troop Committee, you need to be a registered adult of the Scouts of America. You must complete the training requirements for your position, and have a specific role within the Troop Committee. The Committee may appoint other members to serve on the Troop Committee as needed.

Troop Committee Positions:

Committee Chair: Organize the Committee to see all functions are delegated, coordinated and completed. Maintain a close relationship with the chartered organization representative and the Scoutmaster. Interpret national and local BSA policies to the Troop. Prepare Troop Committee meeting agendas. Call, preside over and promote attendance at Troop Committee meetings and any special meetings that may be called. Ensure Troop representation at monthly roundtables. Secure top-notch, trained individuals for camp leadership.

Secretary: Keep minutes of meetings. Send out notices for Committee meetings. Secure location for Committee meetings. Conduct the Troop resource survey; maintain results. Update Troop calendar as necessary to record all planned Troop, District and Council activities. Maintain Troop records. Assist the Scribe with preparation of the monthly newsletter; Trailblazer.

Treasurer: Handle all Troop funds. Pay bills on recommendation of the Scoutmaster and authorization of Troop Committee. Maintain bank accounts. Train and supervise the Troop scribe in record keeping. Keep adequate financial records. Supervise money-earning projects, including obtaining proper authorizations. Prepare the annual Troop budget. Report status to Troop Committee at Committee meetings as necessary.

Advancement Coordinator: Enter all Scout advancements and award records in TroopMaster/ScoutBook. Report all advancements and awards to BSA electronically using the BSA internet advancement site. Complete and forward to Council the Troop advancement reports. Secure and prepare awards, badges, certificates and program for Courts of Honor. Provide advancement status reports to Scoutmaster. Schedule and perform Boards of Reviews. Coordinate, schedule and perform Eagle Scout Boards of Reviews. This includes sending out Eagle recommendation letters, working with the District Eagle Chairperson to schedule the EBOR, sitting on the EBOR, picking up Eagle certificates from Council office.

Board of Review Volunteer: Serve as one of 3 adults during a Scouts Board of Review. This involves interviewing a Scout to determine if he is eligible to advance to the next rank.

Chaplain: The Chaplain works alongside the Chaplain's Aide to provide a spiritual tone for all Troop meetings and outings. They provide spiritual counseling when needed and provide opportunities for all Scouts to grow in their relationship with God. Encourage Scouts to participate in the religious emblems program for their respective faith.

Chartered Organization Representative: The COR is the direct contact between the Troop and St. Francis de Sales. They represent our Troop at District and Council meetings and act as a voting member of the Baltimore Area Council. The COR should ensure that the Troop Committee has organized a quality program for the Scouts and promote the recruiting of new members, both Scouts and Adults. The COR will recommend Good Turns and Community Service projects that would benefit St. Francis de Sales.

Court of Honor Coordinator(s): The COH Coordinator(s) will coordinate with Greenbar and Eagle Scout families to plan and coordinate Court of Honor's. This includes menu planning, decorations, meal prep and serving.

Eagle Scout Advisor: Advise Life Scouts as they work toward their Eagle rank. Help the Scout with the process of selecting and preparing his or her plans for his or her Eagle project and selecting an Eagle Coach. Guide the Scout through the process of project approval through the District Eagle Committee. Assist Eagle Scout families with the Eagle Court of Honor process.

Equipment Coordinator: Work with the Quartermaster on inventory and proper storage and maintenance of all Troop equipment. Maintain safety, insurance and registration of the Troop trailer. Make periodic safety checks on all Troop camping gear, and encourage Scouts in safe use of all outdoor equipment. Help the Troop procure any necessary equipment. Research prices and report to Troop Committee. Make necessary purchases upon approval of Troop Committee. Report to the Troop Committee at meetings as necessary.

Friends of Scouting Coordinator: The FOS Coordinator is responsible for encouraging Troop families to donate to the BSA Friends of Scouting program. They will make a presentation one time per year, usually at the February Court of Honor, to encourage families to support the FOS program.

Fundraising Coordinator: Assist the Troop and Scouts with fundraising efforts. This includes planning, advertising and finalizing all fundraising efforts.

Health Officer: Collect and maintain BSA Medical Forms for all Troop Scouts and Adult Leaders. Keep list of expirations of all medical forms in TroopMaster, and advise Troop leadership and individual members when new medical forms are required. Provide copy of medical forms to trip leaders in advance of any Troop outings.

Historian Advisor: The historian advisor will mentor the Troop historian with research and documentation of the Troop history.

Membership Coordinator: Collect new Scout, Adult and Merit Badge Counselor applications; review for accuracy; verify that they have the appropriate BSA training and Archdiocese courses with the Training Coordinator; turn into Council. Enter new Scouts

and Adults information into TroopMaster to include a scanned copy of the application. Annually, update Scout and Adult Data in TroopMaster. Act as the Troop point-person for the annual Charter renewal. Maintain current demographic, driver and vehicle information for the Troop. Provide a report of all Troop Merit Badge Counselors to District annually.

Outdoor Activity Coordinator: Ensures that each Troop activity is conducted so that it meets a common set of criteria, including adherence to BSA guidelines, participation minimums, and Troop standards for organization and coordination. Assist Trip Leaders for each activity planned to ensure a successful Troop activity (e.g.: historical records from prior similar activities, promoting the event, sign ups, fee collection, organizing transportation, etc.) The Activity Coordinator's goal is to have each activity organized and coordinated in a consistent fashion, leading to a level of consistent high quality in our outings. Ensure that Scouts are cooking quality meals on camping trips using a variety of cooking methods.

Scout/Parent Coordinator: The Scout/Parent Coordinator will educate Troop parents about how the Troop works by holding periodic parent meetings. They will encourage parent participation. This includes requesting help with specific tasks at the request of the Troop Committee and encouraging parents to fill open positions on the Troop Committee or become a Scoutmaster. They will communicate parent suggestions to the Troop Committee.

Summer Camp Coordinator: Prepare camp flyer in advance of camp registration. Collect all registration forms and fees for summer camp. Assist Scouts with selection of merit badges. Coordinate with Health Officer to ensure medical forms for all camp attendees are up to date as of the week of camp. Work closely with the Troop assigned in-camp Scoutmaster. Forward any fees and paperwork to camp.

Training Coordinator: Ensure that Scouts, Troop leaders and Committee members have opportunities for training. Maintain, as appropriate, an inventory of up-to-date training materials. Keep the Troop informed regarding the availability of District or Council sponsored training opportunities. Be responsible for ensuring that all adult leaders are complaint with BSA Youth Protection, position specific training and Archdiocese training and record dates and courses in TroopMaster. Encourage periodic junior leader training within the Troop.

WebMaster: Work with the Troop WebMaster to administer the Troop web site and other electronic forms of communication. His or her position requires knowledge of web-based language, such as HTML and CSS.

The Scoutmaster and Assistant Scoutmasters: The second group of adult leaders is the Scoutmaster and Assistant Scoutmasters. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts and help them advance, learn new skills, and live by the Scout Oath and Law. The Scoutmaster and Assistant Scoutmasters also accompany the Scouts on outings.

The Scoutmaster is ultimately responsible for a quality program that provides opportunities for advancement, leadership experience, and an exciting outdoor program. He also maintains the safety of the Scouts. The Assistant Scoutmasters are responsible for specific areas of the Troop Program based upon their interests and expertise and the needs of the Scouts.

Adult Activity Leader Responsibilities: Troop 810 will make every effort to share the responsibilities for overseeing the planning and conduct of Troop activities amongst the Troop adult leadership. Therefore, below is a set of expectations for adult leaders of such activities:

- ❖ Work with the Scoutmaster and/or Greenbar to identify activities during the year that you would like to oversee;
- ❖ Assure that they are appropriately scheduled on the Troop calendar;
- ❖ Take the lead in making arrangements in advance, as needed, e.g., campground reservations and payments;
- ❖ Attend Greenbar to discuss the event planning at the appropriate time – include coordination of meal planning and shopping;
- ❖ Assure that adequate adult leadership (e.g., two-deep) is in place, verify that all adult attendees are registered BSA volunteers and assure that proper adult training (e.g. Safe Swim, Safety Afloat, etc) has taken place;
- ❖ Prepare an activity flyer at the appropriate time and share this with the Scoutmaster and Outdoor Activity Coordinator. Arrange for distribution to the Troop. Consult with the Troop treasurer, if necessary, regarding event costs;
- ❖ Discuss the event openly with the Troop at a Troop meeting;
- ❖ Communicate all final travel arrangements;
- ❖ Check with Health Officer regarding records of any special medical needs or issues with the Scouts. Obtain medical records and be responsible for them on the event. Return the records to the Health Officer upon completion of the event;
- ❖ Assure that all Scouts and Scouters attending have a completed permission form;
- ❖ Oversee the event, assuring that appropriate boy or girl leadership is in place and working properly. Make every effort to allow the boy or girls to run the event, to a reasonable extent;
- ❖ After the event, document and discuss any 'performance issues' with the Scout, as appropriate. Include praise for any Scout who demonstrated good spirit, leadership, etc.
- ❖ In line with the point above, also share his or her information with the Scoutmaster.

Rank Advancement

Through participation at Troop meetings, outdoor activities, and working on his or her own, the Scout will have an opportunity to work on badges and skills that will help them advance through the Scouting ranks. The first of these ranks is the Scout, which the Scout will earn by joining the Troop, learning some simple Scouting concepts, and having his or her first Scoutmaster Conference. After the Scout Badge, the Scout will continue through Tenderfoot, Second Class, First Class, Star, and Life. Finally, he may be able to earn the highest honor in Boy or Girl Scouting, the rank of Eagle.

The Scout, Tenderfoot, Second Class, and First Class ranks require work mainly on the basic outdoor and first aid skills every Scout needs to know. The Star and Life ranks require work on merit badges, leadership, and service to the community. The Eagle rank continues to work on merit badges, leadership, and service to the community. The leadership requirement can be fulfilled by actively and satisfactorily fulfilling a formal Troop junior leadership position. The requirement can also be fulfilled by demonstrating leadership on a special projects as agreed to with the Scoutmaster. An approved Eagle project that provides a lasting improvement for the community must also be completed. The Scout must complete all Eagle requirements **before** his or her eighteenth birthday.

All ranks also have a requirement that specifies that a Scout must show Scout Spirit in his or her daily life. How the Scout behaves at meetings and during outings is usually the greatest measure of their Scout Spirit and will affect the decision of the Scoutmaster to sign off on their requirements and permit advancement. Scout Spirit also includes behavior outside of Scouting. Any pertinent information that the Troop receives concerning a Scout's behavior outside of Scouting may be considered by the Troop leadership in assessing Scout Spirit.

As the requirements for rank are completed, the Scout must present him or herself with his or her *Scout Handbook* to a Scoutmaster, Assistant Scoutmaster or Guide. The Scoutmaster or Guide will make sure each requirement has been met and will initial and date the item in the Scout's *Scout Handbook*. The Scout should be ready to prove they really have completed the requirement before they ask someone to sign their book. Requirements can only be approved in the *Scout Handbook*, so the Scout should make sure they have the book with them at all times.

Being active in your troop is a requirement for advancement; Troop 810 has set these criteria at the 50% threshold of all Troop activities (meetings, camping, and service projects) while individual cases can be discussed with the Scoutmaster in advance. However, be advised greater Troop participation is required to earn the rank of Eagle. Troop 810 also encourages all Scouts to participate in all meetings, events and outdoor activities regardless of rank but is also aware many Scouts have multiple commitments.

After the requirements for a rank are completed, the Scout must schedule a Scoutmaster Conference and Board of Review. Once the Scoutmaster Conference and Board of Review are successfully completed, the Scout earns his or her rank.

Troop 810 has 3 programs that encourage Scout advancement:

Base Camp: Troop 810 is dedicated to making the first year in Scouts a great experience for our newest recruits. Our Base Camp Program is specifically designed to help our newest Scouts learn basic outdoor skills, meet advancement requirements through First Class, and have a fun and successful transition into our full scouting program. Base Camp meets for 45 minutes during most Troop meetings and also on camping trips. Our Base Camp Assistant Scoutmasters and Troop Guides and Instructors run his or her program year-round. Upon reaching the rank of First Class (usually one year to 18 months), Scouts 'graduate' out of Base Camp as solid Scouts that can handle virtually any challenge.

Ascent: Ascent is the name of Troop 810's general scouting program featuring advanced outdoor skill development, merit badge work, varied camping experiences, and general Troop involvement. As the name implies, this program seeks to support each Scout as they ascend along scouting's advancement trail and grows in stature and ability. All Scouts of First Class rank and higher are part of this program.

Summit: Summit is our high adventure option for Scouts that are at least 14 years of age, have obtained the rank of First Class and desire to become Eagle Scouts, and elect to participate in the special trips (and related planning) that are designed to offer the highest level in outdoor experiences. Summit is an optional program, but one in which we hope all Scouts take advantage of at some time in their Troop career.

Scouting Skills: Scouts are expected to be proficient in the Scouting skills appropriate for the rank being sought (remember that his or her includes skills from any previous rank). The Scout should be able to demonstrate and, if First Class or above, be able to teach these various skills.

Scouts who are actively participating will have numerous opportunities to demonstrate their proficiency with map and compass, knots and lashings, fire building and cooking and first aid. The rank of life requires teaching one of the many Scout Skills via the EDGE method to a younger Scout. Practice in teaching these skills will help improve the proficiency of the Scout and better prepare him or her for the future rank requirements.

Other Advancement Considerations: **Advancement is the responsibility of the Scout!** Parents are encouraged to help, but the ultimate responsibility must lie with the Scout. A parent who takes those responsibilities robs the Scout of his or her opportunity to share in the Scouting experience. Parents should not contact a Scoutmaster or Advancement Coordinator with questions regarding rank advancement; such requests should come from the Scout.

Scouts who do not advance over a long period of time may be asked to meet with a Scoutmaster to see what can be done to help the Scout continue to advance.

The Scouts will be asked to interact and communicate with adults that they may not know very well throughout their Scouting experience, but particularly when working on merit badges. Learning to do this is an important part of the Scout experience and a great life skill. Communication can be face-to-face, by phone, or by e-mail.

Scoutmaster Conference: The Scoutmaster Conference is a time for the Scout and the Scoutmaster or Assistant Scoutmaster to sit down and talk about how the Scout is progressing towards his or her next rank. The Scoutmaster will ask questions regarding how well the Scout has learned the items required for the rank they are completing. The Scout should come to the Scoutmaster conference with their *Scout Handbook*, wearing their full Class "A" uniform and be ready to talk openly and honestly about their Scouting experiences. The Scoutmaster will be assessing the individual needs of the Scout, helping him or her to set goals for their next rank, and trying to gauge the success of the Troop program.

- ❖ Scoutmaster Conference's will be scheduled only when requested by the Scout. A Scout can request a Scoutmaster Conference at any time by notifying the Scoutmaster *in advance*. The Scout cannot just ask for a Scoutmaster Conference the night of a meeting.
- ❖ Before a Scout can have a Scoutmaster Conference for purpose of advancement, all the requirements must be signed and dated in his or her *Scout handbook*. Unlike Cub Scouts, a parent is not authorized to sign off on their son's or daughter's book. The handbook should also document (event and date) activities in fulfillment of community service hours and camping nights. There is a section to record his or her information in the back of the *Scout Handbook*. If the requirements for advancement were completed at Scout camp, then the Scout is responsible to have the requirements transcribed from any documents given at camp into the *Scout Handbook*. The Scout may also present a TroopMaster activity report to the Scoutmaster to meet his or her requirement.
- ❖ If the Scoutmaster does not sign off on the Scoutmaster Conference, the Scout may be asked to review some of the requirements and schedule another Scoutmaster Conference when the Scout feels he is ready. The Scout needs to know that if he needs any help he must ask. There are many people, Scouts and adults who are available to help the Scout succeed.
- ❖ After completing the Scoutmaster Conference, the Scout must schedule a Board of Review, by contacting the Advancement Coordinator.
- ❖ Eagle Scoutmaster Conferences are far more involved frequently taking hours and must be scheduled with the Scoutmaster directly.

Board of Review: After completion of the Scoutmaster Conference, the Scout will appear before a Board of Review. A Board of Review will be comprised of 3 adults (non-Scoutmasters). There is a pool of Committee members and parents available to sit on a Board of Review. Members serving on Boards of Review will receive training on how to conduct a Board of Review. Boards of Review shall be held for all Scouts who have completed a Scoutmaster Conference. The Scoutmaster is not in attendance. During the Board of Review, the Scout presents him or herself to the Board. They must be in **full** Class A uniform, including merit badge sash. Shorts and tennis shoes are not permitted. Their appearance should be neat, their attitude good, and their manner respectful. They will be asked to repeat the Scout Oath, the Scout Law, the Outdoor Code, the Scout Motto, and the Scout Slogan. They will then be invited to sit down, and the Board will ask him or her questions about their Scouting and personal life. The questions can range very widely, so the Scout should be ready to communicate openly and honestly. The object of the Board of Review is to ensure that documentation is present verifying that all requirements for advancement have been met; to examine the attitude of the Scouts in the Troop, and to ensure that the program offered by the Scoutmaster is fun, exciting, and meets the goals of Scouting.

- ❖ The Scoutmaster Conference and Board of Review can be stressful, particularly for younger Scouts. It is important to remember that this experience is part of the Scout's development as a young man or woman and helps him or her to learn to communicate and handle situations.
- ❖ A Scout may advance at any time once the requirements for the rank have been achieved and the Scoutmaster and Board of Review have approved the advancement. The advancement will take effect immediately after final approval of the Board of Review. However, formal recognition of the advancement will take place at the regularly scheduled Courts of Honor.
- ❖ A Scout being considered for the Eagle rank, in addition to the Troop Scoutmaster conference, must undergo a special Eagle Board of Review, consisting of officials from our Troop and the District. The Scoutmaster, Eagle Coach and Eagle Advisor will work with the Eagle candidate to prepare him or her for the District Board of Review.

Merit Badges

Merit badges concentrate on a particular field of expertise or a specific skill and can be earned by Scouts in cooperation with a merit badge counselor. Each merit badge has an accompanying booklet that can be borrowed from the Troop library, or purchased at the Scout Shop. There are over 130 merit badges available, and some are required before a Scout can earn the Star, Life, or Eagle rank. The required merit badges can be earned in any order. Consult the *Scout Handbook* for information on which merit badges are optional and which are required. Merit badge opportunities are offered at the Troop, District and Council levels and at summer camp. Announcement of these opportunities will be given at Troop meetings or by Troop mailings. Additionally, Scouts are encouraged to pursue any merit badges that interest them by seeking out an approved merit badge counselor at any time.

The following policies govern Troop merit badge work:

- ❖ The Scout should approach a Scoutmaster or the Membership Coordinator on the Committee and ask for the names and phone numbers of merit badge counselors in the area. A list of Troop merit badge counselors is also available on the Troop web site.
- ❖ When the Scout first asks for the name of a merit badge counselor, he or she will need to request a "blue card" to track their progress through the merit badge requirements from the Scoutmaster. This card will be filled out by the Scout, signed by the Scoutmaster, and then taken to every meeting with the merit badge counselor. *The counselor will not meet with a Scout without a blue card.*
- ❖ The Scout is then responsible for contacting the counselor, asking for help working on the badge, and setting up the first meeting time.
- ❖ Merit badge work is to be done outside of the Troop meetings unless scheduled as part of the Troop meeting.
- ❖ When the merit badge is complete, the merit badge counselor will sign the card. These records are very important. The Scout should immediately turn in the blue card to the Scoutmaster.
- ❖ Meetings with a merit badge counselor must be with another adult. Scouts should never meet with a merit badge counselor without someone else being present.
- ❖ Maximum time limits to complete a merit badge are directly controlled by the merit badge counselor. Minimum time will be controlled by the merit badge requirements. Every merit badge will have limits to insure the Scout is learning and displaying the skill necessary to complete the merit badge.
- ❖ Scouts must present a properly completed blue Merit Badge application card to the Scoutmaster before award of the Merit Badge can be made.
- ❖ The Merit Badge will be awarded at the next Court of Honor. Merit badges are worn on the merit badge sash.
- ❖ The Scout should be very careful to save all the completed blue cards and store them in a safe place. Plastic notebook pages used by baseball card collectors are a great way to store the blue cards for safekeeping.
- ❖ The Troop appreciates the involvement of parents in the merit badge process. If you have expertise or knowledge of a particular merit badge topic and would like to serve as a merit badge counselor, please contact the

Membership Coordinator.

The Court of Honor

Courts of Honor are special Troop meetings held 3 times per year where awards, badges, and other recognition are presented. Parents, siblings and other family members are encouraged to join the Scout at the Court of Honor to participate and help celebrate the young man's achievements. It is very important that all Scouts, even those not receiving any award or advancement, attend to support their fellow Scouts. All Courts of Honor are planned well in advance and are on the Troop calendar.

Troop 810 families will also be invited to Special Eagle Scout Courts of Honor. The Eagle Court of Honor is a collaborative effort between the Scout, his or her family, and the Troop in order to ensure that the celebration is given the attention that it deserves. A special invitation will be sent by email or mail.

Troop Awards

In addition to the many awards available through the official BSA program, Troop 810 has created a number of special awards that may only be earned by Scouts who are active members of our Troop. Currently, these awards include:

Scout of the Year: a plaque awarded to the Scout who during the calendar year has accumulated the most points under the Troop's point system designed to recognize attendance, participation, advancement, service, and leadership. A Scout may earn Scout of the Year honors only once during his or her Troop 810 career.

Baden-Powell Leadership Award: a plaque presented to the Scout who is voted by his or her fellow scouts as best exemplifying the spirit of leadership modeled by Scouting's founder, Lord Robert Baden-Powell. A Scout may be selected to receive this award only once during his or her Troop 810 career.

Spirit Award: a plaque presented to the Scout who is chosen by the Scoutmaster Staff as best exemplifying the ideals of the Scout Promise and Law during the year. A Scout may be selected to receive this award only once during his or her Troop 810 career.

Ralphy Cup: a special cup (bucket) signed and dated by those Scouts who have barfed, upchucked, vomited, hurled, thrown-up, and/or ralphed during a Troop 810 camping trip.

Camping Stars: a white camping star is presented to Scouts and Adult leaders for every twenty nights of overnight field experience with Troop 810. Stars are placed on the Troop neckerchief. This does not include overnights at District, Council or OA events that were not planned outings in which the entire Troop was included.

Community Service Awards: medals are presented by the Troop to those Scouts who have actively served our Community by participating in service projects. A bronze medal is awarded for 150 hours, silver at 250 hours and gold at 500 hours. This does not include service hours at District, Council or OA events that were not planned outings in which the entire Troop was included.

Hiking Awards: presented by the Troop to recognize Scouts that hike an impressive number of miles. A bronze hiking boot is presented for 150 miles hiked, silver for 250 miles hiked, and a gold boot for 500 miles hiked. This is a long-term commitment by the Scout and his or her award is intended to promote a great appreciation for nature as well as physical exercise. The mileage goals are significant but achievable with perseverance. This does not include hiking miles at District, Council or OA events that were not planned outings in which the entire Troop was included.

Cycling Awards: presented by the Troop to recognize those Scouts that cycle an impressive number of miles. A bronze bike pedal is awarded for 250 miles rode, a silver pedal for 375 miles, and a golden pedal for 500 miles rode. As with the hiking awards the mileage goals are significant but achievable with perseverance. This does not include cycling miles at District, Council or OA events that were not planned outings in which the entire Troop was included.

Uniform Requirements

The Scouts of America is a uniformed organization. Our policy is that adult volunteers and unit members are expected to be in a complete uniform during unit meetings and activities. The Scout uniform is the ONLY PLACE where official insignia that you or your son/daughter has received, earned or are entitled to wear is to be displayed. The uniform instills a bit of pride and ownership in the program and the members of our Troop. During Scouting activities, it is easy to recognize who is "in our Troop" or other Troops or even Scouting members at a distance. This policy also dissuades those who desire to do harm to children as it is readily apparent they "do not belong". Finally, the wearing of the uniform reminds Scouts and Scouters of their obligations to uphold the Scouting ideals and that of service.

Troop 810 maintains a uniform locker. This is full of uniforms that older scouts have outgrown. All members are welcome to items in the locker at no charge and we ask that you consider donating gently used items back when your son or daughter outgrows his or her uniforms. Additional, uniforms may be purchased at the Scout Shop located in the Festival in Bel Air. If you have concerns about our uniform policy, we encourage you to talk with us. We are proud of who we are and proud of our Troop's heritage and identity in the community. The Scout uniform is an outward sign of identification with the Scouting program and should be worn with pride. The uniform makes our Troop visible as a force for good and creates a positive youth image in our community. It gives the Scout an opportunity to practice being neat, take pride in his or her appearance, display his or her awards and badges, and feel a part of a group.

The Field Uniform also known as the Class A uniform consists of the following items:

- ❖ BSA short or long-sleeved khaki Scout shirt with appropriate patches and insignia properly attached.
- ❖ Scout shorts and/or Scout long pants. (Pants required for formal occasions such as Board of Review and Court of Honor)
- ❖ Scout socks
- ❖ BSA green belt with Scout buckle or Scout leather belt (unless pants are self-belted)
- ❖ Neckerchief and slide
- ❖ Hiking boots, boating shoes or dress shoes (No tennis shoes or sneakers)

Scouts should be prepared for a uniform inspection at any time.

While Scouts are in Class A uniform, they may not wear any hats except Scouting hats. This includes Troop hats, camp hats, OA hats or official BSA hats. Only the official BSA hat should be worn at Courts of Honor.

Class A uniform is required for admittance to a Troop meeting, unless otherwise advised. If a Scout comes to a Troop meeting when not in uniform, he may be asked to go home to change or may not be able to fully participate. A Scout may not be credited with participation at Troop activities if he is not appropriately dressed. It is expected of your son to be in his or her uniform for Scouting just as he needs to be in his or her uniform for other activities such as baseball or karate, etc.

"Class B" uniform is the Troop 810 or other BSA shirt with scout shorts or pants and

boots. Troop 810 does permit Class B uniforms to be worn during the summer months when school is not in session.

Insignia Placement: Correct placement of uniform insignia is shown on the inside cover of the *Scout Handbook* and in the BSA Insignia Guide. Patches must be placed on the uniform in the correct location and attached in a neat manor.

Merit badges are worn on the merit badge sash. Merit badges may be worn in three columns on the sash; there is no required order but most Scout place Eagle Merit badges in the center row. You may place camp or event patches or temporary insignia on the back of your sash only. The sash is worn over the right shoulder and only on formal occasions such as Boards of Review, Courts of Honor, special flag ceremonies etc. The merit badge sash should not be worn folded over the Scout Belt.

Wearing the Uniform: The Class A uniform is required to be worn:

- ❖ To all Courts of Honor
- ❖ At all Troop meetings and functions, unless otherwise advised, as above. (Merit badge sash is not required at our general meetings)
- ❖ To all Boards of Review
- ❖ To District, Council and National Scouting events
- ❖ Scoutmaster Conferences (unless the activity uniform is appropriate based upon the location of the conference)
- ❖ To other events as specified by the Scoutmaster

For more formal occasions (Courts of Honor, Webelos crossovers, religious worship services and public appearances) the Scout may add his or her merit badge sash and religious medals.

For members of the Order of the Arrow (OA), the OA sash is to be worn at OA functions and other functions that render service to OA such as elections; camp promotion and OA tap outs. The OA sash is **not** worn with the merit badge sash at a Court of Honor, nor is it to be worn folded over the Scout belt.

Wearing of military clothing, camouflage and the imitation of United States Military uniforms at any Scouting activity is a violation of National BSA policy (BSA Rules and Regulations, Article 10, Section 4, Clause 4b) and will not be permitted.

A Scout is expected to wear his or her uniform with his or her shirt buttoned and tucked in.

The following additional rules apply to clothing worn at campouts or other events when a

Class A or B uniform is not required:

- ❖ Clothing items including headgear that display or advertise drugs, illegal controlled substances, alcohol, tobacco, suggestive wording, profanity, gangs or advocate violence are never permitted.
- ❖ Grooming or attire, which disrupt Scouting activities, are not appropriate and therefore are prohibited.

Troop Calendar Development Process

At the end of each year Greenbar will meet to plan the Troop calendar for the next 12 months with the guidance of the Scoutmasters.

Prior to the meeting, the Patrol Leaders will get input from their Patrols about activities or outings they are interested in. The Patrol Leaders will then bring those ideas to the meeting for consideration, and Greenbar will determine the Troop's schedule for the coming year. After Greenbar has determined the year's calendar, it is submitted to the Troop Committee for final approval. The purpose for Committee review is to ensure that the calendar provides a quality program that meets the goals of the Troop and supports the Scout ideals, not to question individual events. Care must be taken to make sure the plans made by the Scouts during the planning meeting are not superseded. After the Committee approves the calendar, it will be posted to our Troop website.

The calendar will be reviewed by Greenbar and the Committee periodically to make any needed updates or modifications.

The Scouts should remember that the yearly planning meeting is their chance to decide what their program is going to be like. During the meeting, it is the Scouts that decide what will be done for the following year. It is the Scouts who have the responsibility to come up with ideas for activities and plan to make them a success. It is the Scouts who take responsibility for their program and make sure they are doing exciting, memorable events. This is the best and greatest chance for the Scouts to take control of their program and make it what they want it to be.

Camping

Camping is a major part of the Scouting experience. Our Troop's monthly outings are the highlight of our program, giving Scouts the opportunity to travel, gain confidence in their outdoor skills, practice what they have learned in Troop meetings, share in responsibilities, and just have fun.

Camping is an exciting time for the Scout, but it is also a time of great responsibility. The Scouts will be expected to take most of the responsibility by planning the trip, setting up their own camp, cooking their own food, washing their own dishes, and building their own fires. Scoutmasters and other adult leaders will always be available to provide guidance and assistance, but these trips are primarily the responsibility of the Scouts.

There is a minimum amounts of required equipment that a Scout will need. Please refer to the *Scout handbook* for a full list of equipment. The *BSA Fieldbook*, an extension of the *Scout Handbook* will provide an extensive amount of information to help you plan and prepare for a variety of outdoor adventures. Troop 810 Recommends that every Scout have the following equipment at a minimum:

- ❖ Scout Handbook
- ❖ Hiking Boots
- ❖ Poncho or some form of rain gear
- ❖ Sleeping Bag and Ground Pad. Mummy style bags rated to 20 degrees or less are recommended. Slumber bags are fine for summer trips.
- ❖ Daypack for short excursions
- ❖ Scout Knife or Multi-tool
- ❖ Ditty bag with personal hygiene products (soap, toothpaste, toothbrush, deodorant, comb)
- ❖ Compass
- ❖ Mess kit with fork/knife/spoon or spork.
- ❖ Water bottle
- ❖ Flashlight
- ❖ First aid kit
- ❖ Back pack or duffel bag - does not have to be expensive, filled weight should not exceed 25% of body weight.

In order to participate on a campout, the Scout is expected to attend appropriate planning meetings, which help to assure a safe and successful outing.

Patrols are issued group camping equipment, including tents, groundcovers, propane stove, cooking equipment, lantern, etc.

Summer Camp: Troop 810 attends at least one week-long summer camp each year, usually at a BSA- sponsored Scout camp. For most Scouts, summer camp is the highlight of the year giving them the opportunity to spend lots of fun, quality time with friends, earn merit badges and satisfy other advancement requirements, enjoy the great outdoors in a safe and relaxing environment, develop new skills, and generally enjoy an

extended time away from home in a positive atmosphere.

Our Troop strives to attend a different camp each year, so as to offer new experiences and exposure to different high-quality programs. Typically, we have over 90% of our Scouts attend the week-long summer camp, helping to build tremendous Troop camaraderie.

Summer camp fees average \$300-400 with payment due several months in advance.

The summer camp program is geared for Scouts for all ages and ranks. Besides the advancement opportunities offered at summer camp, the Scouts have the chance to swim, fish, canoe, hike, participate in shooting sports such as rifle and archery, make new friends and have fun. Attending summer camp is one of the most important highlights of the Scouting year. No Scout should miss attending!!

High Adventure: Troop 810 participates in high adventure activities for our older Scouts (age 14+) designed to offer a higher level of outdoor challenge for those with the maturity, experience, strength and desire to participate in a more intense activity. High adventure trips may take the form of extended backpacking and canoe trips, whitewater rafting, caving, climbing, etc. The cost of high adventure trips can vary significantly and in some cases, planning for a trip and raising funds may begin years in advance.

Other Outings and Events: During the year the Troop will hold some special events. It may be a weekend campout, day hike, a trip to a local event or special location, or a community service project. The Scouts are expected and encouraged to participate in these events.

Outings fall into four types of trips:

1. Family oriented for all.
2. Outdoors adventure for all Scouts.
3. High adventure for advanced Scouts having appropriate skills.
4. Community service activities, including Eagle Service Projects.

With ALL trips, day or overnight, prior to the trip the Scout will need a signed permission form confirming he is going on the trip and has his or her parents' consent. The form must be filled out and submitted with the payment for the trip. All trips have a deadline. To be fair to the other members of the Troop there will be no exceptions to his or her policy. Adults participating in these trips will need to submit permission slips as well. These forms and appropriate medical forms are vital in cases of emergency where medical treatment may be required.

Preparation: Each Patrol (including the Adult Patrol) is responsible for establishing its menu plan, buying the food, and setting its duty roster. The Scout or Adult buying the food for a Patrol should submit their receipt to the Trip Leader for reimbursement.

Transportation: In most cases, Scouts will be transported to and from camp by the adults attending the trip. In some instances, parents will need to transport their own Scout directly to and from camp. Unless otherwise notified, trip departure is 5:30 to

6:00 pm on Friday night from Saint Francis de Sales Church. Scouts will typically be returned to Abingdon Elementary School around noon on Sunday afternoon unless otherwise notified. To conserve time, Scouts should either eat their Friday dinner before departure or bring it with them to eat in the vehicle (if permitted to do so by the adult driver).

Adult drivers are expected to carry insurance that meets at least the minimum as defined by State Law. If you ever intend to assist as a driver, you will need to be listed on the Troop's driver list.

Fire Building and Knives: Scouts must pass specific requirements before they are given the responsibility for working with fires. To work with fires, the Scout must earn his or her Firem'n Chit by demonstrating knowledge of fire safety and the ability to safely start a fire.

Scouts must also pass specific requirements before they are given the responsibility for working with knives, axes and saws. In order to use woodworking tools, including his or her personal pocketknife, they must earn the Totin' Chip by demonstrating knowledge of the safety precautions that are important when using wood tools. Sheath knives, those with fixed blades that do not fold, are not to be used at any time during Troop activities. Small pocketknives, multi-bladed camp tools, or single-blade knives that lock open and fold into the handle are acceptable. When in doubt, consult a Scoutmaster before purchasing a new knife. The Whittling Chip, if earned when the Scout was a Cub Scout, does not carry over to Scouts. They must not use any knife, ax or saw until he or she earns a BSA Totin' Chip.

The requirements for both of these awards are listed in the *Scout Handbook*, and the Scout should review them as soon as possible after joining the Troop. After a Scout demonstrates his or her knowledge and satisfies a Scoutmaster or a Scout designated by the Scoutmaster that they have mastered the required skills, they will be issued a Totin' Chip and/or Firem'n Chit card signed by the Scoutmaster. These cards must be in the Scout's possession at all times so that they can prove they have mastered the appropriate skills.

If a Scout is observed disregarding the safety rules for fire or wood tools, he or she may be asked to present their card, and one or more corners may be cut off. If a Scout loses all four corners of any card, they must again demonstrate that he or she understands the rules and regulations before they will be issued another card. Throwing a knife at any time will result in disciplinary action up to possible expulsion from the Troop. Only a Scoutmaster or his or her designee may sign or cut corners from a Scout's Totin' or Firem'n cards.

Prohibited Items: Absolutely, no radios, speakers, electronic games, DVD players, or other electronic devices as well as toy guns, bows and arrows, homemade or otherwise, fireworks or aerosol cans (pump sprays are allowed) will be allowed on any Scout event such as camping trips, Troop meetings, Court of Honor, hikes, service projects, summer camp etc. These devices do not support an appreciation and enjoyment of the outdoors. If a Scout is found with any of the above items during a trip, it may be confiscated by the Scoutmaster and returned later. Repeated incidents may result in disciplinary action.

You may be permitted to use a cell phone while driving to and from camp at the discretion of the driver.

Camping Equipment: Very often, our camping trips will include several miles of hiking with or without backpacks, and will almost always involve staying safely outdoors overnight. Good equipment is very important. Scouts should use the personal equipment checklist in the Scout *Handbook*. Small items forgotten can make for an uncomfortable trip. If you need help finding equipment to purchase or borrow, please let a Scoutmaster know. All personal equipment must have the Scouts name on it. When in doubt please ask the SPL, your Patrol Leader, or as a last resort a Scoutmaster.

The Troop Quartermaster is in charge of assigning Troop owned equipment to Patrols during an outing. Patrol Leaders are expected to supervise the use of the equipment and make sure it is returned in good condition. All equipment should be returned and checked in by the Quartermaster by the next Troop meeting. The person who checked out the equipment is expected to thoroughly clean and dry any Troop equipment before returning it to the Quartermaster. The Quartermaster may refuse to accept equipment that has not been adequately cleaned and may refer repeated problems to the Scoutmaster. The Quartermaster should immediately report any damaged equipment to the Scoutmaster and/or the Equipment Coordinator. Any equipment that is not returned over a period of time will be considered lost. The Scout responsible for that piece of equipment will also be responsible for the replacement of that equipment at their own expense.

Community Service

Troop 810 is committed to following in the long held Scouting tradition of service to the community.

Some examples of service projects include:

Anita Leight Center: We are most proud of our affiliation with the Anita C. Leight Estuary Center located in Abingdon, Maryland. Our Troop provides volunteers throughout the year to assist the Center with general maintenance of the grounds, trail improvements, events, and special projects as they arise. For our efforts, we are recognized by Harford County as a volunteer partner under its Adopt-a-Park program.

St. Francis de Sales Catholic Church: Troop 810 engages in various service projects throughout the year as a way of saying thank you to our sponsor, St. Francis de Sales Catholic Church. Projects have included grounds clean-up, homeless shelter dinners, managing the food pantry, and sponsorship of Donut Sundays for the congregation.

Eagle Projects: The Eagle project is one of the most visible signs of Scouting's impact on the community. A Scout leading his or her friends and adults in accomplishing a significant project of benefit to their community is setting a standard not only for their fellow Scouts, but all citizens. As Eagle projects arise, participation by Troop members and adults is critical to a successful project.

Eagle Scout candidates must follow the Troop and Harford District's Life to Eagle procedures. Numerous Eagle project opportunities are available to Troop members through our Anita Leight affiliation and the Church. However, Scouts are encouraged to consider worthwhile projects that they may identify beyond these two organizations.

Troop Roster

The Troop roster will contain names, addresses, phone numbers, e-mail address and positions for every Scout and Adult leader in the Troop. To ensure the safety of our youth, the Troop roster should remain with the Scouts, leaders, and their parents, and not given to any outside group or persons. The most current roster can be found in ScoutLander.

A Note on Communications

Troop 810 uses various means of communicating what is going on in the Troop. In most cases, the same information is provided in no less than 3 or 4 different ways, making it easy to get information on upcoming events. In all cases, it is your responsibility to know what is going on; if all else fails, call someone.

Mail Folders: Each Scout has a mail folder, which they should check at each Troop meeting.

Troop Meeting Announcements: At the beginning of each Troop meeting, announcements are made about upcoming events, deadlines, opportunities, etc. Parents are encouraged to be present during the announcements.

Website: Troop 810 maintains an elaborate website at troop810.com. Our site includes a public information section as well as Troop Access Only section (requiring membership) in order to protect the privacy of our scouts and sensitive information. This handbook, as well as the Troop calendar, listing of events, forms, and virtually all other information about the Troop and Scouting in general can be found by visiting our site.

Group E-mail: Messages can be sent via e-mail to all Troop members on our distribution list through Constant Contact. This has proven to be a very effective means of group communication, but please do not consider this to be the only means for disseminating information since not all members have e-mail and many do not read messages on a daily basis.

Phone Calls: Phone calls are made, especially in cases where there has been an abrupt change in plans (e.g., due to weather).

Useful Web Sites

Knots Tying

Animated Knots Index: www.animatedknots.com/index.php

Basic Scout Knots: www.folsoms.net/knots/

Other Helpful Web Sites

There are miscellaneous Web sites that have good information on the outdoors and equipment selection.

Outside Magazine: <http://outside.away.com/index.html>

The Lightweight Backpacker: www.backpacking.net

REI: <https://www.rei.com>

Scout Web Sites

The National BSA Web site - www.Scouting.org

Baltimore Area Council - <http://www.baltimorebsa.org>

Harford District -www.baltimorebsa.org/2411

BSA Field book - www.bsafieldbook.org

Scouting Magazine - www.Scoutingmagazine.org

InsaneScouter.com – www.insaneScouter.com

Closing

Welcome to the Scouting adventure. Get ready for hard work, exciting times, and most of all fun!

To the Scouts, remember, this is **your** Troop. How well it functions, what adventures you experience, where you go, and what you do are **your** choices. Get involved with the Troop leadership. Take pride in your Patrol. Get to be good friends with the other Scouts in the Troop. Help out when needed, and when you have a job assigned, do it well. Work hard to become an Eagle Scout. You can talk to a lot of adults who once had the opportunity to become an Eagle Scout and did not. None of those adults will be glad that they did not achieve the rank of Eagle, and almost all will say that if they knew then what they know now, they would have spent the time and made the commitment to finish. No matter what your rank, remember that the Scout Oath and Law are more than just words we say at Troop meetings. The Scout Oath and Law are ideas Scouts use to guide their actions throughout their lives.

To the parents, remember that your son or daughter is embarking on a new adventure. They will need your support, but you have to walk a fine line between encouraging him or her to do well and actually doing for him or her. Sometimes a thing not given teaches more than a thing easily gotten. Encourage your son or daughter to work hard and commit to working on their ranks and merit badges. Join us as a leader if you have the time and interest. Help out whenever you can to make this a better Troop. And thank you for allowing your son/daughter to join us on this great adventure!