

Troop 33
Boy Scouts of America
Sponsored by
St. Francis Xavier Men's Club



Guide for Parents

<http://troop33.lagrangeil.com>

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Introduction

Welcome to Troop 33

Congratulations, your son has joined Troop 33, Boy Scouts of America! The Troop Committee and the Patrol Leaders' Council will do everything possible to provide an exciting, challenging, and fun-filled experience for him in this boy-led troop. But, wait! What's a Troop Committee? What's the Patrol Leaders' Council? What do you mean, "boy-led?"

There is a whole book that describes the Troop Committee and its functions.¹ The short formal answer is that the Troop Committee is the troop's board of directors, working to support the troop program. A better answer is that the Troop Committee is composed of the parents of scouts in Troop 33 who, like you, are interested in enriching the lives of their sons and in helping them develop into young men who are guided by a strong sense of positive values.



These committee members were once new to Troop 33, and, like you, were lost in the jargon, procedures, and traditions of Scouting and of Troop 33. Remembering their confusion and hoping to reduce that confusion for future generations of parents, the Troop Committee has prepared this *Guide for Parents*. We hope it will tell you what you need to know about Troop 33 and how it works. Oh yes, along the way, you'll learn about the Patrol Leaders' Council and boy-led troops.

Background

Troop 33 is the result of a partnership between the St. Francis Xavier Men's Club and the Boy Scouts of America. The partnership began in 1921, when Troop 7 was chartered to the St. Francis Xavier Holy Name Society. In 1926, for unknown reasons, the troop number was changed from 7 to 18. Troop 18 continued through 1934, after which there was a gap of ten years before Troop 33 was chartered in 1945.

The partnership between the St. Francis Xavier Men's Club and the Boy Scouts of America exists because both organizations have similar goals for the development of values in youth. Each organization also has a set of responsibilities and

¹ Boy Scouts of America, *Troop Committee Guidebook for Successful Troop Operation*. 1998

obligations in that partnership. Those are managed through the Chartered Organization Representative, whose position will be described later.

Since 1910, the mission of the Boy Scouts of America has been

...to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.²

Troop 33 uses the program of the Boy Scouts of America to help accomplish that mission by concentrating on three major goals or aims.

Aims of Scouting

There are three aims of Scouting. The first is *growth in moral strength and character*. This defines the boy in terms of his personal qualities, his values, and his outlook.

The second aim is *participating citizenship*, which is the boy's relationship to others. This includes learning how to meet his obligations to other people, to the society in which he lives, and to the government that serves society.

The third aim is the development of *physical, mental, and emotional fitness*. Physical fitness develops a healthy and well-tuned body; mental fitness produces the ability to independently think and solve problems; and, emotional fitness builds self-control, courage, and self-respect.

There are eight methods used in Scouting to accomplish these aims – 1) Ideals, 2) Patrols, 3) Outdoors, 4) Advancement, 5) Associations with Adults, 6) Personal Growth, 7) Leadership Development, and 8) Uniform.

The following sections of this *Guide for Parents* describes the eight methods and how Troop 33 uses them to help your sons grow and develop into the young leaders of the future.

1. Ideals

The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what and who he becomes.³



² Boy Scouts of America, *Troop Committee Guidebook for Successful Troop Operation*. 1998, page 1.

³ Boy Scouts of America. [Fact Sheet: What is Boy Scouting?](#), August 2000.

These are the rules by which behavior is measured in Troop 33. The words are listed below, and further explanation may be found in the *Boy Scout Handbook*. Every scout should have a copy of that handbook, which also includes valuable information on outdoor skills, leadership, advancement, and the uniform. The handbook is also the place where your son's achievements and advancements are recorded. You should already be familiar with the section entitled, *How to Protect Your Children from Child Abuse: A Parent's Guide*, since reviewing that section with your child was a part of the joining requirements for Scouting. Feel free to skim through the rest of the handbook.

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.

Scout Law

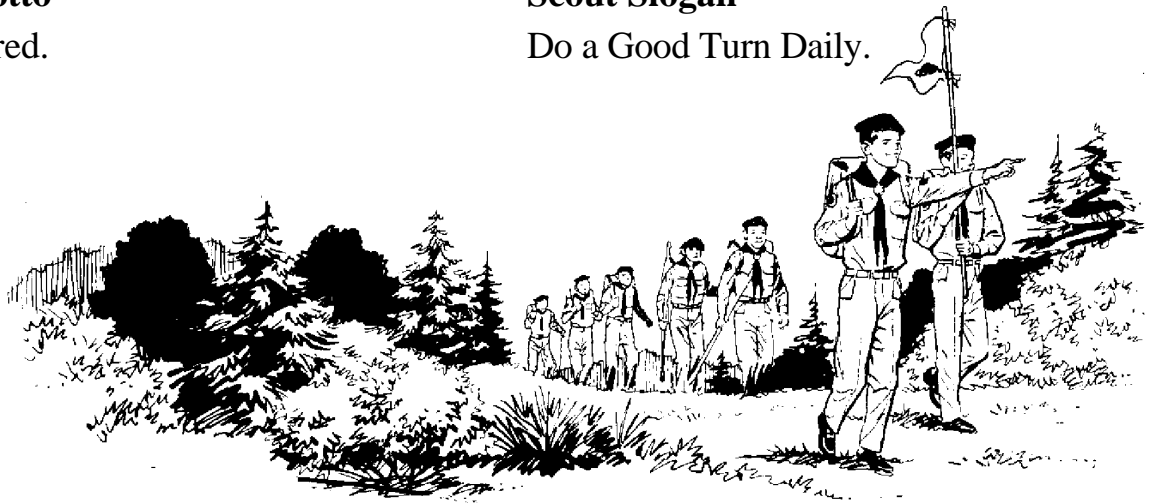
A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Scout Motto

Be Prepared.

Scout Slogan

Do a Good Turn Daily.



2. Patrols

The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily

relate to each other. These small groups determine troop activities through elected representatives.⁴

Definition

All Troop 33 activities are done within patrols. A patrol is a group of about eight boys who work and have fun together. Each patrol elects its own officers, conducts meetings, and can plan and carry out its own activities. Boy Scouting strives to be a boy-led organization, and the patrol method provides an atmosphere in which youth can grow and learn to accept group responsibilities.

Structure

Patrols may be structured in different ways to meet particular needs. For example, in the spring, a new-Scout patrol composed of former Webelos and other new scouts may be formed. Activities for that patrol provide the training needed for a successful summer camp experience and help develop self-confidence for less experienced campers. Older scouts may choose to form a Venture patrol⁵ to provide opportunities for high-adventure and sports activities that may be too physically challenging for younger boys in the troop.

Patrol membership can be and is realigned throughout the year. Most typically, this realignment takes place at election time or when a new Scout joins the troop. At other times of the year, new scouts are added to existing patrols. This gives them the advantage of the experience and leadership of older Scouts.



3. Outdoors

Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.⁶

⁴ Boy Scouts of America. [Fact Sheet: What is Boy Scouting?](#), August 2000.

⁵ Boy Scouts of America. *The Ultimate Adventure: Start a Venture Patrol in Your Troop.*, August 2000.

⁶ Boy Scouts of America. [Fact Sheet: What is Boy Scouting?](#), August 2000.

Monthly outdoor events

Troop 33 runs an active and challenging outdoor program with a goal of one outdoor event every month. Events could include hikes, conservation efforts, service projects, bike trips, or weekend cabin or tent campouts. The specific events are planned and carried out by the Patrol Leaders' Council, with the assistance and guidance of the Scoutmaster, and with the approval of the Troop Committee. These events are published in the annual troop calendar in order to let you know what's happening when. In many cases, the success of these events depends on help from you ? helping the scout prepare, driving to and from the event, and sometimes supervising at the event.

The weekly troop meetings include activities that prepare scouts for the monthly outdoor events. Different outdoor events require different levels of skill and physical fitness, which are practiced at the troop meetings. So, it is important for scouts to participate regularly at the weekly meetings.

Annual summer camp

Troop 33 attends summer camp for one or two weeks near the end of July. The troop usually attends Camp Mach-kin-o-siew, which is one of the two Des Plaines Valley Council properties in northern Wisconsin. The camp is located near Rhinelander, which is about 6 hours from La Grange. Summer camp is an excellent opportunity for scouts to learn to work cooperatively, and to have fun swimming, sailing, shooting, cooking, rappelling, and earning merit badges.

The monthly outdoor events prepare scouts for the weeklong summer camp. During the spring, Webelos join the troop as new scouts. Special new scout activities help prepare them for their first summer camp experience, and help them to feel comfortable about being away from their parents for a week.



“Early Bird” Summer camp rates are lower for reservations made before the end of January; and Troop 33 tries to keep costs down by getting summer camp commitments at that time. (Note that Webelos who become new scouts have an extended time for reserving at a lower rate.)

High Adventure



Older scouts have the opportunity for more challenging outdoor adventures at one of the Boy Scout High Adventure Bases. There are three bases: a sailing, snorkeling quest at the Florida Sea Base; a

canoeing challenge at the Boundary Waters' Northern Tier; or a wild west backpacking expedition at New Mexico's Philmont Scout Ranch.

These events require reservations over a year in advance; and, Troop 33 tries to have reservations for one high adventure per year. High adventure crews are restricted to a maximum of 8-12 scouts and adult leaders to avoid damaging the environment.

High adventure programs are physically and mentally challenging, taking from five to ten days. For this reason, there are special requirements for participation. First, scouts are expected to have acquired a high level of outdoor skills, which are usually gained during weeklong summer camp experiences. Second, the Boy Scouts of America and Troop 33 have set the following requirements for scout participation in high adventure:

- ? Fourteen years old by the date of the outing. With the approval of the Scoutmaster and the Troop Committee, a Scout who meets the minimum age requirement (when different) may be granted an exception.
- ? First class rank.
- ? Is an active member of the Troop. (As defined in this manual.)
- ? CPR certification through the Red Cross or American Heart Association.
- ? Satisfactory participation in the crew training and personal preparation designed for the high adventure program.
- ? The Scout has met any specific qualification guidelines for High Adventure participation developed by the Committee.

Other adventures

There are many other opportunities for outdoor adventure that fall between the weekend campouts and the weeklong summer camp. For example, there is a National Jamboree held every four years at Fort A.P. Hill, Virginia. There are also opportunities when scouts have achieved a level of skill and fitness where Boy Scout High Adventure is no longer challenging. In all cases, Troop 33 will follow procedures from the *Guide to Safe Scouting* to determine skills and preparation needed.

The Order of the Arrow



The Order of the Arrow is the honor camping society of the Boy Scouts of America. It provides cheerful service to the local Council. Each year in the spring, scouts who have completed the requirements may be elected to the Order of the Arrow upon receiving the necessary number of votes from the rest of the scouts in

Troop 33. If elected, they are inducted into the Order after service, reflection, and ceremonies at summer camp.

For those who cannot attend summer camp, there is usually an opportunity for induction at the Order of the Arrow Fall Fellowship. The Fellowship is a weekend campout usually held in September.. For specific membership eligibility see the Order of the Arrow Web Site. (Accessible from www.dpvc.org)

Requirements for Outdoor Programs

Overview of requirements

There are basic requirements for all outdoor activities. These are formally stated as the “Sweet Sixteen of BSA Safety,” which are 1) Qualified Supervision, 2) Physical Fitness, 3) Buddy System, 4) Safe Area or Course, 5) Equipment Selection and Maintenance, 6) Personal Safety Equipment, 7) Safety Procedures and Policies, 8) Skill Level Limits, 9) Weather Check, 10) Planning, 11) Communications, 12) Permits and Notices, 13) First-aid Resources, 14) Applicable Laws, 15) CPR Resource, and 16) Discipline. Details may be found in the *Guide to Safe Scouting*⁷. They reflect good judgment and common sense and are applicable to all activities. A summarization follows.

The foremost consideration in all activities is that the scout is prepared to handle the activity. *If, in the judgment of the scoutmaster or activity leader, the scout is unprepared, the scout will not be allowed to participate in all or part of the activity.* This is a matter of safety and health. A scout may be considered unprepared when he hasn't been trained to the necessary skill level; when he doesn't have appropriate clothing or equipment to protect him from the elements; and, when he is ill or physically unable to safely participate.

All outdoor troop activities also require 1) a minimum number of scouts and qualified adult leaders, 2) signed parental permission forms, 3) a statement of the scout's health, and 4) assurance that all drivers are properly insured. These requirements may take different forms for different types of outings, but they are always needed.

Minimum numbers

All outdoor troop activities require a minimum of two adults and two scouts. This is National Boy Scouts of America policy and is referred to as the “Safety Rule of Four.”⁸

⁷ Boy Scouts of America. [Guide to Safe Scouting](#), July 2000.

⁸ Boy Scouts of America. [Guide to Safe Scouting](#), July 2000.

Qualified adult leadership

The policy of the Boy Scouts of America states that all outings require two-deep leadership, defined as follows:

Two-deep leadership:

Two registered adult leaders, or one adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older, are required for all trips or outings. There are a few instances, such as patrol activities, when no adult leadership is required. Coed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older.⁹

For some activities, especially large group encampments or encampments in public areas, it is advisable to have two-deep leadership plus a minimum of one adult for every 8-10 scouts. Again, common sense and good judgment should prevail. Some outings will also need adults with special skills, such as lifeguard or first aid/CPR certification.

Parental permission forms

The parental permission form must be signed and returned by the stated deadline in order for the scout to be allowed to participate. The form serves several purposes:

- ? To provide parents with information about the activity.
- ? To show that the parents have given permission and the scout will participate.
- ? To update the scout's current health and medical status, including medications.
- ? To record how to contact parents in case of an emergency.
- ? To record how to contact troop leaders in case of a family emergency.
- ? To authorize emergency medical treatment when parents cannot be contacted.

Planning and arrangements, including reservations, transportation, food, equipment, and adult leadership depend on knowing the number of scouts attending an activity. Therefore, the permission form needs to be returned in time to accomplish these preliminary steps. That time depends on the specific activity. The deadline will be written on the permission form.

⁹ Boy Scouts of America. [Guide to Safe Scouting](#), , July 2000.

Medical forms

There are different medical forms for the different levels of activity. The Boy Scouts of America established minimum standards for providing medical information prior to participating in various activities. They are classified as follows¹⁰:

- ? Class 1: Includes any event that *does not exceed 72 consecutive hours*, where the level of activity is similar to that normally expended at home or at school, and where medical care is readily available. Examples: day camp, day hike, swimming party, or an overnight camp. Medical information required is a *current health history signed by parents or guardian*. The original form is the back of the BSA application form. The information is updated annually and kept in the troop file. In most cases, the update coincides with the summer camp medical form.
- ? Class 2: Includes any event that *exceeds 72 consecutive hours*, where the level of activity is similar to that normally expended at home or at school, and where medical care is readily available. Examples: resident camping, tour camping, and hiking in relatively populated areas. Medical data required is *an annual health history signed by parents or guardian supported by a medical evaluation completed within the past 36 months by a licensed health-care practitioner*. A copy of a medical evaluation for school or sports may be attached to the Class 2 form, as long as the evaluation was within 36 months. Parents should keep a copy of this evaluation. However, parents must complete and sign the health history each year. The Class 2 form is a standard form that is used for summer camp by all scouts and adults under forty years of age. Adults forty years of age and older need a Class 3 form, which is described below.
- ? Class 3: Includes any event involving strenuous activity such as backpacking, high altitude, extreme weather conditions, cold water, exposure, fatigue, athletic competition, adventure challenge, or remote conditions where readily available medical care cannot be assured. Examples: high-adventure activities, jamborees, Wood Badge, and extended backpacking trips in remote areas. Medical information required includes *current health history supported by a medical evaluation within the past 12 months performed by a licensed health-care practitioner*. There is a standard form for Class 3 activities. It is also required for adults 40 years of age or over when engaged in Class 2 activities. Some places, like Philmont Scout

¹⁰ Boy Scouts of America. [Guide to Safe Scouting](#). ,July 2000.

Ranch and Florida Sea Base require the use of their special medical form by all youth and adults because of the strenuous nature of the activities taking place there.

Scout medications

Parents, please inform the Scoutmaster of any medications required by your sons. This should be recorded on all medical forms, and updated as conditions change. It should also be noted on permission forms. The taking of prescription medication is usually the responsibility of the boy taking the medication and/or that individual's parent or guardian. It is important that you discuss your child's medical conditions and requirements with the Scoutmaster.

Transportation requirements¹¹

Transporting a patrol of eight boys with all their equipment and supplies can require from two to four vehicles. Multiply that by three to five patrols, and you can see that transportation is a critical issue. The Troop Committee will ask you to drive occasionally. If enough parents help throughout the year with driving, you will not be asked often. Driver requirements are listed below.

All drivers must be at least 18 years old and must have a valid driver's license that has not been suspended or revoked for any reason.

Most driving should occur during daylight hours, within posted speed limits, and limited to a maximum of ten hours with frequent rest, food, and recreation stops.

Personal vehicles used for transporting scouts must have seatbelts for all occupants. It is the driver's responsibility to assure that scouts use those seatbelts. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000.

Information about the vehicle, number of passengers, number of seatbelts, driver's license, and insurance is recorded on Tour Permits, which are required for most travel. The Troop Outdoor/Activities Chairperson keeps records about drivers' insurance and vehicles. Please provide that information when requested.

There are special requirements for vehicles capable of transporting 15 or more persons, and for buses and trucks.

Tour permits

All tour permits require information about the number of scouts and leaders, the itinerary, special skills required, and vehicle information. Therefore, it is necessary

¹¹ Boy Scouts of America. [Guide to Safe Scouting](#)., July 2000.

to have permission forms submitted and drivers recruited before this form can be filed.

A local tour permit is required for trips within 500 miles of the home base. It must be filed with the Des Plaines Valley Council two weeks before the activity.

A national tour permit is required for trips in excess of 500 miles from home, or for trips outside the continental United States. It must be filed with the Des Plaines Valley Council one month before the activity. The added time is necessary for the Council to forward the permit to the National headquarters for processing.

Deadline summary

Even a simple weekend campout requires a good deal of preparation. The Patrol Leaders' Council has to plan the details. The Troop Committee has to recruit drivers and adult leaders with the skills required for the activity. The Patrols have to plan their menus and buy their food. Campsites have to be reserved. Tour Permits need to be filled out, signed, submitted, and returned. All of this depends on knowing who is attending. *Because of the preparation required, scouts who fail to return the signed permission form by the stated deadline may not be allowed to attend the event.*

In most cases, this deadline will be four weeks before the event. The Tour Permit is required two weeks in advance of the event. And, it takes about two weeks to get the information necessary for that form. When a location requires earlier commitment, or when a deposit is required, the permission forms may be required much earlier. Please review the troop calendar, and troop newsletter for events and deadlines.

Inappropriate items for outdoor activities

The Boy Scout Handbook lists items needed for hiking and camping. Adult leaders will discuss appropriate equipment with the scouts before activities. Scouts are discouraged from bringing any other items. In particular, items that are unsafe, such as sheath knives and personal axes; items that impact health and safety, such as personal food, candy, pop, etc.; and, items that distract from the outdoor program, such as electronic games, radios, and cell phones are not allowed.

4. Advancement

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each

achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.¹²

While advancement is considered an important part of our program, it is but one of the eight methods. If a Scout attends meetings, monthly outdoor events, and summer camp on a regular basis, the program balance will help him advance. When a Scout is advancing, he is learning important skills and experiencing leadership. There are four steps to the Advancement process.

- 1. A Scout learns.** A Scout learns by doing. As he learns, he grows in ability to do his part as a member of the patrol and the troop. As he develops knowledge and skill, he is asked to teach others. In this way, he begins to develop leadership.
- 2. A Scout is tested.** A Scout demonstrates his mastery of a skill to an adult or youth identified by the Scoutmaster.
- 3. A Scout is reviewed.** After a Scout has completed all requirements for a rank, he has a Scoutmaster Conference as well as a Board of Review. The Scoutmaster Conference is a discussion between the Scout and the Scoutmaster about past troop activities and future goals. The Board of Review is conducted by the Troop Committee to verify that the scout has completed all the requirements. It is not a retesting.
- 4. A Scout is recognized.** When the board of review has certified a boy's advancement, he deserves to receive recognition as soon as possible. This should be done ceremoniously at the next troop meeting, with a formal recognition ceremony at the next Court of Honor.

Scout Rank Requirements

Advancement through First Class



A Scout's advancement is the natural outcome of his regular Scouting activities. From the time the scout enters the troop through Tenderfoot, Second Class, and First Class, the Scout is learning basic skills to enable him to camp, hike, swim, cook, tie knots, administer first aid, practice citizenship, learn Scout spirit, and work as a member of a team.

When a Scout has mastered a given skill and has satisfied a given requirement, the Scout asks a leader or a designated Scout of higher rank to observe his skill and

¹² Boy Scouts of America. [Fact Sheet: What is Boy Scouting?](#), August 2000.

initial the requirement in the Scout's handbook as acknowledgment of the Scout's achievement. It is recommended that an occasional copy of the advancement pages be made, in case the book is lost. The Troop's Advancement Chairperson then records this information so that the scout's achievement may be properly recognized.

A Scout may work on the skills for Tenderfoot, Second Class, or First Class at the same time. However, each rank must be completed in sequence. Troop 33 encourages Scouts to earn First Class in their first year of scouting. It will give them the skills and confidence that will make activities more fun and exciting.

Advancement from First Class to Eagle

Greater challenges await the Scout in pursuing Star, Life, and Eagle. The Scout is required to earn a certain number of merit badges for each of these ranks. Merit badges require a greater amount of initiative and independent work on the part of the Scout. A Scout also must exhibit greater responsibility in the areas of leadership and citizenship.



Merit Badges

The goal of the merit badge program is to expand a scout's areas of interest and to encourage the scout to meet and work with adults who are expert in a chosen subject. Because of youth protection requirements, scouts are not allowed to work alone with merit badge counselors. Each Scout must have a "buddy" accompany him to all sessions. The best approach is for two scouts to work on the merit badge together. Another scout not working on the merit badge, or the Scout's parents, relatives, or friends may also serve as "buddies."



A Scout, along with a buddy, works with a council-approved merit badge counselor to complete the requirements for the merit badge. The steps of the process are as follows:

1. The Scout and his buddy consult with the Scoutmaster to select a merit badge counselor. The Scoutmaster signs and gives the Scout an Application for Merit Badge form, commonly called the "blue card." The signature indicates that the Scoutmaster believes that the Scout is ready to work on the merit badge.
2. The Scout obtains the merit badge pamphlet¹³ and contacts the counselor to discuss requirements, and to arrange times and places for meeting.

¹³ The summary requirements for all merit badges are regularly published in booklet form. Requirements through December 2000 may be found in: Boy Scouts of America. *Boy Scout*

Depending on requirements and the Scout's skills, there may be several meetings with the merit badge counselor.

3. Once the Scout has satisfactorily completed the requirements, the merit badge counselor will sign the "blue card," keeping one part for his or her records. Of the two remaining parts, the Scout keeps one, and one is returned to the Scoutmaster.
4. The Scoutmaster's copy is given to the Troop Advancement Chairperson to be recorded so that the Scout may be properly recognized for his achievements.

To attain Eagle, the Scout must earn 21 merit badges, 12 of which are in required areas, and 9 of which may be chosen by the scout from over 100 areas. These are checked carefully when a Scout is a candidate for Eagle. It is therefore important that records be kept by the Scout and by the Troop.

The Advancement Chairperson maintains Troop records and transmits advancement information to the Council using the appropriate forms. Scouts should keep their copy of the "blue card" for future reference. A plastic baseball card page works well to keep these records.

Scoutmaster Conference

When a Scout completes the requirements for a rank, a Scoutmaster's conference is conducted. The purpose of the conference is to develop a level of understanding and trust between the Scoutmaster and the Scout. Once this relationship is established and grows a Scoutmaster can become more effective in helping a boy get the most from Scouting. This is an opportunity for the Scoutmaster to guide a Scout to solve his own problems and set his own goals rather than simply act on the advice of someone else.

Board of Review

The final step in the advancement process is a Board of Review. This review is conducted upon the recommendation of the Scoutmaster. The board is composed of at least three Troop Committee members but no more than six. The Scout's parents, the Scoutmaster, and Assistant Scoutmasters are not eligible to serve on boards of review. The purpose is not to retest the Scout, but to make sure he has met all advancement requirements. The review board will also talk with the Scout about the Troop and its program to determine the kind of experience the Scout is

Requirements y2k, 2000. However, this listing of requirements is not adequate for a scout who is working on a merit badge. The published pamphlet is necessary. The Troop 33 Librarian maintains a collection of the more common merit badge pamphlets, which may be lent to scouts.

having in the Troop and, of course, to encourage him to keep advancing. If necessary, the Board will discuss the lack of advancement progress with a Scout and try to help him get back “on track.” The Board of Review approves Scouts for the ranks of Tenderfoot, Second Class, First Class, Star and Life. The Eagle Board of Review is conducted on the Council level and is composed of members of the Troop Committee and a representative of the Council Advancement Committee.



Court of Honor

The activities, merit badges, ranks and special awards earned by the Scouts are recognized in ceremonies at a Court of Honor. There are usually four Courts of Honor each year, in September or October, near Christmas, in March, and in June. These are important family events and all family members are encouraged to attend. Not only does the Scout get full recognition for all of his work, but also Courts of Honor are planned as a social event for the entire family.

There is a special process for planning an Eagle Scout’s Court of Honor. The Troop works with the Eagle Scout’s parents to plan and prepare an event worthy of this high honor.

The Eagle Project

One of the additional requirements for earning the rank of Eagle Scout is the completion of an Eagle Service Project. This project allows the candidate to demonstrate his leadership skills while performing a meaningful service to the community. There are some guidelines for the selection of an Eagle service project.

For an Eagle service project, a boy, while a Life Scout, must plan, develop, and lead others in a service project for any religious institution, school, or community. Work involving Boy Scout property or other Boy Scout activities is not acceptable for an Eagle service project. The project may not be performed for a business, or as

part of a commercial venture, or be a fund-raiser. Routine labor, or a job or service normally rendered should not be considered.

There is no minimum number of hours that must be spent in completing the project; however, the amount of time spent must be sufficient to clearly demonstrate the Scout's leadership skills.

The Eagle Service Project Process

- ? The Life Scout is given the Eagle Project Workbook.
- ? The Scout develops a plan for his project.
- ? The Scout has the plan reviewed and approved by his Scoutmaster.
- ? The Scout describes the plan to the Troop 33 committee. The Scout explains what he plans to do, how he will conduct and lead the project, what kinds of time and materials are needed, who will help him, where he needs additional help, and why he selected this project. Upon approval by the committee, the appropriate forms and written planning documentation of the project, with the signatures of the Scoutmaster and the committee chairperson is forwarded to the Council Eagle Mentor. (A qualified individual appointed by the Council Advancement Committee.)
- ? The Scout contacts the Council Eagle Mentor to request approval. The Eagle Mentor will:
 - A) Review the project to make sure that it complies with National guidelines and that sufficient time is involved for the project to be considered "Substantial."
 - B) Review the project with the Scout regarding safety reminders and proper adult supervision.
 - C) Give verbal approval to proceed with the project.
 - D) When the project is completed, provide guidance in developing the project report.

A Scout should **not** begin work on the project before receiving approval from the Troop Committee and the Council Eagle Mentor.

The Scout documents his project, and all details, in the Eagle Project Workbook. Remember: when counting hours, note that all planning time and every hour worked by project volunteers is counted.



5. Associations with Adults

Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. In many cases a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.¹⁴

Adult Roles and Responsibilities

There are many roles where adults support the scouting program.

Chartered Organization Representative

The Chartered Organization Representative is the head of all Scouting activities for the St. Francis Xavier Men's Club, which sponsors the troop. He provides coordination among the Cub Pack, the Boy Scout Troop, and the Venture Crew. He recruits a Committee Chairperson and assists in the selection of a Scoutmaster. He also helps with the Troop's annual re-chartering. He works with the troop and the Men's Club to forge a mutually beneficial relationship. He is a voting member of the Des Plaines Valley Council and a participating member of the Voyageur Trace District.

Troop Leaders

The Scoutmaster and Assistant Scoutmasters work directly with the scouts. They wear uniforms and regularly attend the weekly troop meetings. The Scoutmaster attends the Patrol Leaders' Council meetings and the Troop Committee meetings.

Scoutmaster

The Scoutmaster is a role model for the boys and reflects the character of the chartered organization. He works closely with Scouts, junior leaders, the Patrol Leaders' Council, Assistant Scoutmasters, and the Troop Committee. His major duties are:

- ? Train and guide youth leaders to lead the troop.
- ? Manage and support Assistant Scoutmasters in their assigned roles.
- ? Advise the Troop Committee on troop activities, issues, and problems; and seek its support and advice.



The Scoutmaster ordinarily serves in that role for two years. That term may be extended at the discretion of the Troop Committee.

¹⁴ Boy Scouts of America. [Fact Sheet: What is Boy Scouting?](#), August 2000.

Assistant Scoutmasters

Assistant Scoutmasters support and are assigned specific program responsibilities. In the absence of the Scoutmaster, an Assistant Scoutmaster is assigned to fulfill his duties.

Troop Committee



The Troop Committee is composed of registered parents who are interested in the activities of Troop 33 and Scouting. The Troop Committee supports the Troop program and the Troop Leaders by handling administrative and logistical tasks that help the Troop run smoothly. The Troop Committee develops policy and procedures by vote of the members present.

Although the Scoutmaster attends these meetings, the Scoutmaster is not a voting member of the Troop Committee. The Scoutmaster presents reports and solicits Committee support for Troop 33's program, which is designed by the Patrol Leaders' Council.

Parents are encouraged to join and/or attend the monthly committee meetings. Dates and times are listed in the troop calendar.

Troop 33 has several standing positions on the Troop Committee, some of which may include:

Committee Chairperson

The Committee Chairperson runs the regular monthly committee meetings and works with the Scoutmaster in preparing an agenda. The Chartered Organization Representative and the Committee Chairperson work together to recruit a Scoutmaster. The Chairperson encourages adult leaders to attend monthly district roundtables, ensures that the annual re-chartering takes place, recruits committee members, and assigns and assures that committee tasks are completed.

Secretary

The Secretary records the minutes of the monthly committee meeting and prepares copies for all committee members.

Treasurer

The Treasurer manages the troop's finances and keeps the financial records.

Advancement Chairperson

The Advancement Chairperson encourages Scouts to advance in rank and arranges boards of review. He or she records and tracks all awards and ranks for the Scouts,

makes a report to the Council when Scouts advance, and secures badges and certificates. She or he also recruits Merit Badge Counselors, as needed.

Equipment Coordinator

The Equipment Coordinator works with the troop's youth Quartermaster to inventory, examine, and maintain troop equipment. She or he recommends purchases of new equipment to the Troop Committee.

Outdoor/Activities Chairperson

The Outdoor/Activities Chairperson works with the adult leader in charge of each outing or activity to investigate new or different activities or sites, to prepare and collect permission forms, to coordinate reservations, to obtain permits, including the Tour Permit, and to schedule drivers. He or she maintains records of drivers' auto insurance and drivers' license information.

Communications Chairperson

The Communications Chairperson works with Scouts to prepare the troop newsletter and update the Troop Website. He or she provides publicity through the church bulletin and by contacting the local newspapers about major events.

Social Chairperson

The Social Chairperson coordinates the refreshments and decorations for troop family social events, such as courts of honor and various parties.

Members at large

From time to time, parents will be approved as Troop Committee members without any specific permanent duty.

Additional Adult Roles

There are other responsibilities that require adult coordination. These responsibilities may be undertaken as a separate task, or as part of an existing role.

Youth Protection Coordinator

The Youth Protection Coordinator assures that all adults and youth in Troop 33 are properly trained in Youth Protection and that they understand the Boy Scouts of America standards for Youth Protection.

Merit Badge Counselor

Anyone over 18 years of age, of good character, and possessing sufficient skills and education in a merit badge subject may become a merit badge counselor. They

must register with the Boy Scouts of America, and are encouraged to attend merit badge counselor training and youth protection training.

Religious Emblems Counselor

The Religious Emblems Counselor encourages scouts to participate in the religious emblems program, which she or he conducts. The Counselor must be trained and approved by the appropriate religious agency. For Catholics, this is the Catholic Committee on Scouting.

Wreath Chairperson

The wreath sale is the major fundraiser for Troop 33. The Wreath Chairperson manages all aspects of the wreath sales, including setting the schedule, arranging delivery from the vendor, and maintaining scout sales records.

Popcorn Coordinator

The Des Plaines Valley Council conducts an annual popcorn sale to raise funds for the camping properties. The Popcorn Coordinator obtains information from the Council, encourages scouts to participate, arranges pickup from the Council, and maintains sales records.

Friends of Scouting Coordinator

The Friends of Scouting campaign is the primary source of operating income for the Des Plaines Valley Council. The Coordinator coordinates between the Council and the Troop for this important annual fundraiser.

Uniform Exchange Coordinator

Scouts are at the age of unpredictable growth spurts, which makes it hard to keep them in properly fitted uniforms. The Uniform Exchange Coordinator collects uniforms that no longer fit some scouts and makes them available to other scouts.

Training to Support Adult Roles and Responsibilities

In order to function in their troop roles, adult leaders need an understanding of those roles, and training in how to accomplish them. All Troop 33 registered adults are encouraged to participate in training courses provided by the Boy Scouts of America. Training is divided into four levels, Orientation/Fast Start, Basic, Supplemental, and Advanced.

Orientation/Fast Start

Parents of new Scouts and adults involved with Troop 33 are encouraged to view the Boy Scouts of America “Fast Start” video. The video provides basic information on troop organization, the troop meeting, and the Scouting outdoor program.

Basic: New Leader Essentials

New Leader Essentials is an introductory session that highlights the values, aims, history, funding, and methods of Scouting.



Basic: Scoutmastership/Assistant Scoutmaster Specific Training

This adult leader training program gives job-related information to scouting volunteers. It consists of perhaps a Saturday, and/or evenings, depending on course scheduling. Information from the Fast Start videos is presented in greater depth. Part 1 of the training provides a “Troop” and a “Patrol” experience while explaining the aims and methods of Scouting. ~~This is a full Saturday of training.~~ Part 2 presents information on the adult roles and organization supporting a troop. This training provides many insights and ideas. Both troop leaders and Troop Committee members are encouraged to attend.

Basic: Introduction to Outdoor Leader Skills

Everyone working with the Scouts out of doors or camping takes Introduction to Outdoor Leader Skills. Completion of the three above courses qualifies a Scoutmaster or Assistant Scoutmaster as "Trained".

Basic: Troop Committee Training

The Boy Scouts of America has just developed a new training program specifically for the Troop Committee. It will be offered by the Council and as outreach training to the Troop Committee.

Youth Protection Training

The BSA Youth Protection Training is required training for all adult troop leaders and recommended for all adults who will be spending time with the Scouts. The program is a two-hour course, which makes leaders aware of both mental and physical child abuse. The course helps leaders to recognize signs of abuse and explains what to do if those signs are seen. The course also explains Boy Scout policies and procedures to prevent the opportunity for abuse to occur in Scout meetings, activities, and campouts. This training must be renewed every two years. It is provided by the District, but may also be taught within the troop.

All adult leaders in direct contact with youth will - by both BSA and Catholic Church rules - subject of criminal background checks on application for those

positions. Additionally, Youth contact leaders must, by Catholic Church rules, also take Youth Protection Training approved by the Church (Virtus Training)

Supplemental: Health and Safety Training

It is important for adults who accompany scouts to take safety training for the event, such as Safe Swim Defense, Safety Afloat, etc. Also, troop leaders are encouraged to maintain up-to-date certification for First Aid and CPR.

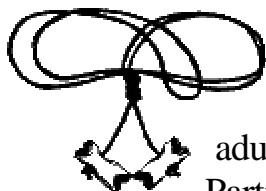
Basic, Supplemental, and Advanced: Philmont Training Center

Located in the northeastern mountains of New Mexico, the Philmont Training Center provides weeklong training sessions on a variety of subjects each summer. Participants must have Council approval.

Supplemental: District Roundtables

Each month, the Voyageur Trace District conducts a roundtable meeting, which emphasizes troop program. Adult leaders, including troop leaders and Troop Committee members meet and learn new program ideas, get information about upcoming events, and share solutions to common problems.

Advanced: Wood Badge



This is the advanced adult training offered by the Boy Scouts of America. The training involves learning leadership skills over two weekends or one full week. This training is designed for all adult leaders; especially those directly involved with the Scouts. Participants must have completed the basic level of training for their position.

6. Personal Growth

As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.¹⁵

A Safe Place

Scouts will gain in skills, experience, and confidence when they are provided a safe and nurturing place in which to plan their own activities, to set their own

¹⁵ Boy Scouts of America. [Fact Sheet: What is Boy Scouting?](#), August 2000.

goals, and to take responsibility for their actions. The concept of a boy-led troop and patrol fosters personal growth for each scout. Baden-Powell, the founder of Scouting, said that, “Scouting is a game with a purpose.” Fun is the game, values are the purpose, and education is the process.

As mentioned above, the Scoutmaster Conference and the religious emblems program are growth opportunities for each scout.

Daily Good Turn

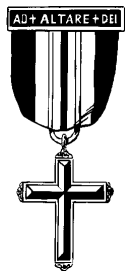
The Scout slogan is “Do a Good Turn Daily.” Troop 33 scouts are encouraged to follow this and are often asked what was their good turn for the day. Thinking about doing a good turn for others helps a boy see the wider community and his responsibilities to others.

Service Projects

Service projects are important tools for scouts to learn to “help other people at all times.” The Eagle required service project has already been described. To achieve Second Class rank, a scout needs one hour of service; to achieve Star and Life, he needs six hour each. But, all scouts are encouraged to spend time in service to others. Service hours for Scouts require prior authorization from the Scoutmaster.

In particular, Troop 33 performs an annual service project for our chartered organization, the St. Francis Xavier Men’s Club. All scouts are expected to participate in this important event.

Religious Emblems



The Boy Scouts of America has worked with religious leaders from all faiths to develop programs that help scouts to better understand the teachings of their religions. Troop 33 recruits a parent to serve as the religious emblem counselor. This person is trained to administer the *Ad Altare Dei* program, which is designed for Catholic scouts. The program takes about a year to complete, and the medal is awarded at Holy Name Cathedral on Scout Sunday, which is the first Sunday in February. Since this is so important for the personal growth of scouts, Troop 33 will help scouts of other Faiths to find a counselor for their specific religious emblem.

7. Leadership Development

The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations.

Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.¹⁶

Patrol Leaders' Council

The Patrol Leaders' Council plans and leads the troop's program and activities. The Senior Patrol Leader chairs the Patrol Leaders' Council and conducts all meetings. The Assistant Senior Patrol Leader, Patrol Leaders, and Troop Guide regularly participate as voting members. The Scoutmaster serves as a coach and information resource to the Patrol Leaders' Council. Other junior leaders and adults may participate at the Senior Patrol Leaders' invitation.

The Patrol Leaders' Council conducts an Annual Planning Conference each year in the spring or summer. The major events and activities for the coming year are outlined. This is the time for Scouts to present ideas through their Patrol Leaders. Decisions are reached about District or Council activities, service projects, outdoor activities, and other troop functions. A yearly calendar is prepared and presented to the Troop Committee by the Senior Patrol Leader. After it has been reviewed and accepted or amended, the calendar is distributed to each Scout and parent.

In addition, the Patrol Leaders' Council meets monthly to add detail to the program developed during the Annual Planning Conference. Skills, games, ceremonies, and service projects are some activities that are finalized and assigned at these monthly meetings. The Patrol Leaders' Council meets briefly each week to review plans and assignments for next week's meeting.

Junior Leader Positions

The entire troop elects a Senior Patrol Leader every six months, and he then appoints the remaining youth leaders with the counsel and advice of the Scoutmaster. All junior leaders are expected to set a good example, wear their uniform properly, live by the Scout Oath and Law, and show Scout spirit. Approval for Scout leadership positions is based on scout skills, adherence to Scout oath and law, and attendance. The major duties for these Junior Leader positions are:

Senior Patrol Leader

- ? Runs all troop meetings, events, activities, and the annual program planning conference.



¹⁶ ¹⁶ Boy Scouts of America. [Fact Sheet: What is Boy Scouting?](#), August 2000.

- ? Runs the Patrol Leaders' Council meeting.
- ? Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- ? Assigns duties and responsibilities to junior leaders.
- ? Assists the Scoutmaster with junior leader training.

Assistant Senior Patrol Leader

- ? Helps the Senior Patrol Leader lead meetings and activities.
- ? Runs the troop in the absence of the Senior Patrol Leader.
- ? Helps train and supervise the troop scribe, quartermaster, instructors, librarian, historian, and chaplain aide.
- ? Serves as a member of the Patrol Leaders' Council.

Junior Assistant Scoutmaster

The junior assistant scoutmaster serves in the capacity of an assistant scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. The Scoutmaster appoints him because of his leadership ability.

Troop Scribe

The scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and attendance.

Troop Quartermaster

The quartermaster keeps track of troop equipment and sees that it is in good working order.

Instructor

The instructor teaches scouting skills.

Chaplain Aide

The chaplain aide works with the troop chaplain to meet the religious needs of scouts in the troop. He also works to promote the religious emblems program.

Troop Librarian/Historian

The librarian/historian takes care of troop literature and keeps a historical record or scrapbook of troop activities.

Troop Guide

The troop guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Den Chief

The den chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack.

Patrol Positions

Scouts within a patrol elect a Patrol Leader every six months. The Patrol Leader then appoints an Assistant Patrol Leader. Their major duties are:

Patrol Leader

- ? Appoints an Assistant Patrol Leader.
- ? Represents the patrol on the Patrol Leaders' Council.
- ? Plans and steers patrol meetings.
- ? Helps scouts advance.
- ? Acts as chief recruiter of new scouts.
- ? Keeps patrol members informed.
- ? Knows what his patrol and other leaders can do.



Assistant Patrol Leader

- ? Helps the Patrol Leader plan and steer patrol meetings and activities.
- ? Helps the Patrol Leader keep patrol members informed.
- ? Helps the patrol get ready for all troop activities.
- ? Represents his patrol at Patrol Leaders' Council meetings when the Patrol Leader cannot attend.
- ? Lends a hand controlling the patrol and building patrol spirit.

Training Scouts for Leadership

Leadership experiences can be frustrating and disappointing if a Scout is not given the basic knowledge, skill and encouragement he must have in order to lead. It is the Scoutmaster's responsibility to provide these basics through coaching and mentoring.¹⁷

¹⁷ Boy Scouts of America, *Scoutmaster's Handbook*, 1998, page 70.

Introduction to Leadership

Using resources from the *Scoutmaster's Junior Leader Training Kit*, the Scoutmaster introduces new junior leaders to their jobs within a week of their election or appointment. This is an informal discussion between the Scoutmaster and the junior leader.

Junior Leader Training

This is a one-day training program that introduces Scouts to basic leadership skills and begins to build a team that effectively runs the troop. The training is presented in a workshop format and covers leadership styles, cooperation in the patrol, dealing with problems, and building Scout spirit. The training is performed soon after each troop election, with the Scoutmaster, Assistant Scoutmasters, and junior leaders of Troop 33.

Bear Paw Junior Leader Training

Bear Paw Junior Leader Training is a six-day outdoor experience for troop junior leaders. While Scoutmasters have the responsibility of training their own leaders, the Bear Paw Junior Leader Training Conference is designed to support that role. Run by the Des Plaines Valley Council, Bear Paw gives participants greater confidence and skill in leading troop programs, further knowledge and practice of Scouting's leadership skills, time to share ideas and experiences, and an atmosphere of fun and Scouting at its best. See the troop calendar for the dates.

Each Bear Paw participant must be at least a First Class Scout, 13 years of age or older, and currently filling a leadership position in the troop, or likely to assume one soon. Troop 33 supports this training by paying the fees for at least two (2) boys to attend.

Youth Protection

The Boy Scouts of America has produced a video and leader's guide to address the problems of sexual abuse of boys ages 11 through 14. Parents and guardians are given the opportunity to preview the video and are encouraged to attend the training, as well. This training is conducted at a troop meeting.

National Junior Leader Instructor Camp

This national training opportunity is conducted at the Philmont Training Center. It helps Scouts develop teaching skills that they can use to conduct junior leader training conferences.

Den Chief Training

The Des Plaines Valley Council conducts training for Den Chiefs on a Council wide basis at times determined by the Council.

8. Uniform

The uniform makes the Boy Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth that believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.¹⁸



Uniform/Insignia Guide

The Boy Scouts of America has always been a uniformed body. Its uniforms help to create a sense of belonging. They symbolize character development, citizenship training, and personal fitness. Wearing a uniform gives youth and adult members a sense of identification and commitment. The uniform identifies a youth and adult as a member of Boy Scouts of America, visible as a force for good in the community. Insignia worn on the uniform notes the accomplishments of each youth and adult.

Uniform

Each Scout and adult troop leader is expected to have, as a minimum, the following uniform items:

✍ Class "A" Uniform:

- Tan scout shirt with appropriate insignia and patches.
- Olive long pants or shorts.

? Class "B" Uniform

- Olive Shorts
- BSA Tee Shirt (a shirt that has the BSA logo on it.)

¹⁸ Boy Scouts of America. [Fact Sheet: What is Boy Scouting?](#) , August 2000.

Each scout is expected to wear his uniform to any scheduled or planned scouting activity or outing unless informed otherwise by the Scoutmaster.

Uniform exchange

The Troop 33 Committee offers a uniform exchange program for boys or adults who are in need of moving to a different size shirt, shorts or pants. If you have any used, clean, uniforms that are in good condition that you are willing to donate to the exchange, or if you are in need of a uniform exchange, please contact the Scoutmaster or Committee Chair and they will set up a time for you to review the available uniforms.

Insignia

Each Boy Scout insignia has a designated place on the Scout's uniform. A placement drawing can be located on the inside front and back cover pages of the Boy Scout manual. There is also a detailed *Insignia Guide* published by the Boy Scouts of America.

Colored shoulder loops

Colored shoulder loops identify the area of scouting: blue for Cub Scouting; red for Boy Scouting; blaze for Varsity Scouting; green for Venturing; silver for council and district; gold for national and regional. Wear the color for the position in which you are functioning.

Adults should not wear any scout advancement awards on their uniform except for the square knots representing the Cub Scout Arrow of Light, the Boy Scout Eagle Scout Award, the Explorer Quartermaster, or any religious emblems earned as a youth member in any part of Scouting.

Merit Badge sash

Scouts may wear up to 6 merit badges on the right sleeve of the long sleeve uniform. For more than 6 merit badges or to display merit badges with a short sleeve shirt, a merit badge sash is worn over the right shoulder diagonally to the left waist. Merit badges are sewn in rows of three, starting a few inches off the shoulder seam. There are over 100 merit badges that may be earned. Twelve of these badges are required for the Eagle and are designated with a silver border. The optional merit badges have a green border.

Order of the Arrow sash

The insignia is a red arrow on a white sash. It is worn over the right shoulder, under the epaulet of the tan shirt, diagonally across the chest to the left waist. It is

only worn by inducted members at Order of the Arrow functions, and is never worn with the Merit Badge Sash.

Jackets and their insignia

The Boy Scouts of America have official jackets for scout emblems. The proper universal emblem for Scouting is worn on the left pocket or, in the case of a zippered jacket, above the pocket.

Those who have attended Philmont Scout Ranch in New Mexico can wear the bull emblem on the red wool jac-shirt, on the left shoulder above the pocket. On all optional wear jackets, the Philmont Scout Ranch, Philmont Training Center, or high adventure base emblems may be worn on the right pocket or in the same relative position if there is no pocket.

Practical Matters

Boy Scout Organization

Council and District Membership

Troop 33 is a member of the Des Plaines Valley Council, which encompasses the near western suburbs. The Council offices are located at 811 West Hillgrove Avenue in La Grange, Illinois. The Des Plaines Valley Council is divided into three districts: Twin Lakes, Voyageur Trace, and Tall Grass. La Grange and Troop 33 are located in the Voyageur Trace District.

The Chartered Organization Representative is the voting member of the Des Plaines Valley Council and participates in the Voyageur Trace District.

Further information about the district and Council may be found at their web site at <http://www.bsa-dpvc.org>. The National Boy Scout web page is at <http://www.scouting.org/>

Membership Status

Joining requirements¹⁹

The joining requirements are defined by the Boy Scouts of America. They are as follows:

- ? Be a boy who has completed the fifth grade or is 11 years old, or has earned the Arrow of Light Award but is under 18 years old.

¹⁹ Boy Scouts of America, *Boy Scout Handbook*, 1998, page 4.

- ? Complete a Boy Scout application and health history signed by a parent or guardian.
- ? Repeat the Pledge of Allegiance.
- ? Demonstrate the Scout sign, salute, and handshake.
- ? Demonstrate tying the square knot.
- ? Understand and agree to live by the Scout Oath or Promise, Law, Motto, and Slogan, and the Outdoor Code.
- ? Describe the Scout badge.
- ? With a parent or guardian, complete the exercises in the pamphlet *How to Protect Your Children from Child Abuse: A Parent's Guide*. (This is a pull-out pamphlet at the front of the *Boy Scout Handbook*.)
- ? Turn in your Boy Scout application and health history form signed by a parent or guardian, then participate in a Scoutmaster conference.

Troop 33 has identified three categories of Scouts based on participation.

Active scout

A Scout is considered active if he usually attends troop meetings, outdoor activities, service projects, and other troop events and his Troop account is not in arrears.

Inactive scout

A Scout is considered inactive if he attends six or less troop meetings, outdoor activities, service projects, or other troop activities within a twelve-month period. Every effort will be made to find out why the scout is not participating, and to encourage him to do so. A Scout may also be considered inactive for scout accounts in arrears.

Dormant scout

A Scout is considered dormant if he fails to meet the requirements for an inactive scout. Dormant scouts will not be re-registered when the troop re-charters. Their records will be archived, and their Scout Account funds will revert to the Troop.

Troop Committee Communications With Parents

Troop 33 utilizes several methods of communication with parents: an annual calendar, the troop roster, a regular newsletter, permission forms, periodic parent meetings, occasional letters, and the scouts themselves.

Annual calendar

The Patrol Leaders' Council creates the troop calendar at the Annual Planning Conference. This usually occurs by the end of August. Once the calendar has been tentatively prepared, the Senior Patrol Leader presents it for approval at the next Troop Committee meeting. This is usually the September meeting. After the Troop Committee approves the calendar, copies are sent home with each scout. Additional copies will be available at the Fall Court of Honor. Please look closely at the calendar, and keep it where you can easily review information on meeting dates, camp out dates, hiking dates, etc.

Troop Roster

The troop roster has two sections. One section lists all the scouts in the troop, with their home addresses telephone numbers, and email addresses. The other lists all the adults registered with the troop, and their positions or areas of responsibility. The roster is updated in December when the troop re-charters. At that time all scouts or their parents are contacted to determine if they wish to remain in the troop for the next calendar year. This information is submitted to the Council offices with a check for fees to cover all scouts and adults. When Webelos cross over to the troop, they are transferred to the troop charter at the Council. A copy of the troop roster is given to each scout to take home to his parent or guardian. This roster is updated when necessary, but at least twice a year.

Troop Website

The Troop maintains a web site at <http://troop33.lagrangeil.com> that contains Troop information, calendar, copies of the Troop Newsletter, permission slips, and other information. Passwords to the protected part of the site can be obtained from the Troop Webmaster.

Permission forms

Permission forms for various outings are sent home with the scouts. They are usually sent home before the outing is to take place, and are to be returned in a timely manner. The top half of the form tells where the Troop is going, what they will be doing, the dates covered, contact information for the adult leader in charge, estimated costs, recommended special gear, etc. The bottom half is the permission slip, which must be returned to the adult leader in charge by the specified deadline date. Parents fill in information about special health conditions or medications for the scout, method of payment, emergency contacts and phone numbers. There is also a space to volunteer for driving. *Because of the preparation required, scouts who fail to return the signed permission form by the stated deadline may not be allowed to attend the event.*

Parent meetings

Occasionally, parent meetings are held to provide information on upcoming activities. For example, a meeting is usually held with the Scoutmaster, Troop Committee members and the parents of Webelos that have recently crossed over to Boy Scouts. Other informational meetings are held for parents whose sons will be attending Camp Mach-kin-o-siew for the first time, or for those parents whose sons will be going on a high adventure or other special activities.

Courts of Honor

Courts of Honor are designed to recognize the accomplishments of the individual Scouts. It is also an opportunity to distribute information directly to parents. Scouts and parents are expected to attend the four major Courts of Honor (Fall, Christmas, Spring - the "Spaghetti Dinner", and Summer) Costs will be assessed to those that have indicated they will attend whether or not they actually attend.

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Mailed information

On occasion, when the Scoutmaster or Troop Committee thinks that it is crucial for parents to get information, a letter will be mailed to the parents of the scouts. Parents will also receive written invitations to the quarterly Courts of Honor and other special events.

Information given to Scouts

Other information, such as Popcorn Sale dates and Christmas Wreath sale deadlines, is given to scouts at meetings. They are expected to share this information with parents. It is always wise to ask the scouts if they have any handouts when they come home from the weekly meetings.

Troop Finances

Introduction

Operating income for Troop 33 comes from the initial registration fees, from annual dues, and from gifts by the St. Francis Xavier Men's club. Expenses include re-chartering fees, Boys Life subscriptions, awards, insurance, troop equipment, and other expenses approved by the Troop Committee.

Annual budget

Each year, as part of the re-chartering process, the Troop Committee develops the annual budget. There is a standard Boy Scouts of America process for creating the budget. The Treasurer coordinates the process, and makes sure that the needs of the troop are considered. All Committee Chairs and the Scoutmaster list their projected

needs and expected expenses. The Troop Committee determines priorities and develops a budget that is balanced for income and expenses.

Initial registration

Upon joining Troop 33, each new Scout pays an initial registration fee. The Troop Committee sets the amount annually during the budget process.

Annual dues

Each year the Troop Committee establishes annual dues for Scouts and Leaders based on the budgeting process. Dues are assessed after the annual rechartering process with the DesPlaines Valley Council. These dues may be paid directly or through the Scout's account if sufficient funds are available.

Scout accounts

Each scout in the troop has an individual account to support his Boy Scout activities. The account is funded with money transferred from a pack or another troop, and through participation in troop fund raising activities. The troop treasurer issues account statements to each scout several times a year. Prompt attention must be given to accounts that fall in arrears so Scouts can continue to participate in Troop events.

Money in a scout's account can be used to pay for weekend camping, local outings, summer camp, high adventure, uniforms, equipment and dues. All withdrawals require written approval from the scout's parent. Uniform and equipment purchases will be reimbursed upon request by parents and presentation of a receipt.

The scout account is intended for BSA activities only. When a scout "drops out" of the troop, becomes dormant, or turns 18, his account money can go into a sibling's account. Otherwise it reverts (in accordance with BSA policies) to the troop. Note that if a Scout turns 18 and registers as an Assistant Scoutmaster, his account remains active until he is no longer registered with the Troop.

Outings and Activity fees

Both scouts and their leaders are expected to pay for food and activity fees on most monthly campouts and activities. The permission form allows parents to authorize payment from the scout's account. Payment for summer camp and high adventure may be deducted from the scout's account upon written request by parents or guardians.

Cancellation policy

A scout who commits to participate in a local troop activity must cancel no later than one week prior to the event in order to receive a refund. As you have seen, there is a goodly amount of preparation work for these activities, and commitments need to be stable.

Other activities such as high adventure, Eagle Cave, or summer camp require significant advance payments, which may not be refundable. The adult leader in charge will have details on the cancellation deadlines for these special outings. That information will also be published on the permission form. If the scout does not cancel by the cancellation date, he will be charged the full amount for the activity.

Scoutmaster's petty cash

The scoutmaster is provided a petty cash fund of \$200. This is to be used for the purchase of incidentals necessary for the operation of the troop. The scoutmaster presents receipts of all expenditures to request replenishment of the petty cash funds.

Mileage reimbursement

The troop will reimburse all drivers for gas and tolls on outings of more than 100 miles from LaGrange.

Fund raising

Troop 33 Scouts may raise money to support their scouting activities through the Troop sponsored sale of Christmas wreaths and/or DesPlaines Valley Council popcorn sale. These are conducted in accordance with BSA Guidelines. Profits from this activity go directly to the scout accounts. Specific information about the wreath and/or Popcorn sales are given to each scout in October.

A Scout is thrifty; he pays his own way. Scouting activities and equipment are expensive, and the wreath sale gives every scout the opportunity to earn the funds to pay for participating in those activities. It also provides the troop with funds to purchase tents, stoves, dining tarps, cook kits, buckets, wood tools, and the myriad other things needed for an effective troop program.

The Troop Committee must approve all fund raising activities that are conducted using the name of Troop 33, Boy Scouts of America. In turn, the Troop Committee must follow Boy Scouts of America guidelines and obtain permission for fund raising activities from the Des Plaines Valley Council. Troop approved fund raising is intended for the benefit of the active scouts in the troop.

The Des Plaines Valley Council conducts its own fund raising activity in the fall. It is a popcorn sale. Participation in this fund raising activity is encouraged, but optional. The Troop Committee appoints a Popcorn Chair to assist those who choose to participate.

Friends of Scouting (FOS)

Friends of Scouting (FOS) is a pledge program to ensure the financial security of the scouting movement at the council level. It is an important source of funding for the operating expenses of the Des Plaines Valley Council. It helps pay for projects to improve and maintain the ~~three~~ council camps as well as providing professional staff and a service center to assist scout leaders.

Scouting families, including those in Troop 33, are asked annually to pledge to the Friends of Scouting campaign. It is an opportunity for families of scouts and others to help the scouting program to thrive and grow.

The promise of scouting

The outdoor program and requirements are designed to provide safe yet challenging activities for scouts. Troop 33, with your help, is committed to fulfilling the promise of scouting, which is printed on the first page of the *Boy Scout Handbook*. It begins,

Scouting promises you the great outdoors. As a Scout, you can learn how to camp and hike without leaving a trace and how to take care of the land. You'll study wildlife up close and learn about nature all around you. There are plenty of skills for you to master and you can teach others what you have learned. Everyone helping everyone else—phat'spart of Scouting, too.

