

***Boy Scouts  
Of  
America***

***Troop  
130***

***Parent/Scout  
Information  
Handbook***

***Sequoia Council  
San Joaquin District  
October 9, 2017***

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## **Welcome to Boy Scout Troop 130**

*Thank you for choosing Troop 130. We know you have many choices and we are glad you have selected this Troop. We believe the information in this handbook will answer most of your questions about the Troop. Please speak with the uniformed adults or committee members to obtain answers to all your questions. Review this book with your scout. The book was written to give your family an understanding of how your Troop operates.*

*Good Shepard Lutheran Church sponsors Troop 130. The Church is located at 5140 N Fruit Ave. in Fresno, California. The Troop was originally chartered by Northwest Church on June 1, 1976. On January 1, 2013 the charter was moved to Good Shepard Lutheran Church where it held its first meeting April 1, 2013. The Troop is registered in the San Joaquin District of the Sequoia Council of the Boy Scouts of America.*

*Our program is designed to fulfill the “Promise” of Boy Scouting stated on page one of the Boy Scout Handbook.<sup>1</sup>*

*Scouting promises you the great outdoors.*

*Scouting promises you friendship.*

*Scouting promises you the opportunity to work towards the Eagle Scout rank.*

*Scouting promises you tools to help you make the most of your family, your community, and your nation.*

*Scouting promises you experiences and duties that will help you mature into a strong, wise adult.*

*“Adventure, learning, challenge, and responsibility -- the promise of Scouting is all this and more.” The program is laid out in a step-by-step process to ensure the success of each Scout in attaining his goals as he progresses through the program. Initial goals are less difficult to attain and become increasingly more challenging as the Scout progresses up the trail to the rank of Eagle Scout.*

*Troop meetings take place each Monday at 7:00 p.m. to approximately 8:30 p.m. **Be here at 8:30 ready to pickup your scout.** If for some reason you*

*are running late, it is your responsibility to contact an adult leader so he/she is aware to wait for you. Leadership positions, Patrol Leaders Council (PLC), meet briefly after the general meeting. The only exceptions to meeting times and dates would be for holidays designated in the Troop calendar and during summer camp. If you have not already received a Troop calendar, please ask for one. The calendar details the boys' plan for the year. The meeting location is in room number 201, on the second floor facing West Avenue. Changes of venue are announced prior to the specific meeting requiring the alternative location.*

*A weekend outing is scheduled for each month of the year. The outings range from coastal campouts to backpacking trips in the Sierra Nevada Mountains. Skills learned during weekly meetings prepare the Scout for these adventures and for rank advancement. Scout Summer Camp is attended each summer and provides an excellent opportunity for advancement and earning Merit Badges.*

*Troop Committee meetings are held the second Monday of every month at 6:30 p.m. The meetings are conducted in a separate room at the church. The Committee oversees the business of the Troop. The Troop Committee consists of nine positions: Chair, Secretary, Treasurer, Outings Coordinator, Advancement Coordinator, Chaplain, Training Coordinator, Quartermaster, and Membership Coordinator. Some of these positions have assistants. Ideally, all of the positions should have assistants. There is also a Good Shepherd Lutheran Church Liaison. Ad hoc positions currently include: Eagle Mom, Fundraising, Wreaths, Summer Camp and Medical Records Coordinator. Past ad hoc positions included a web master, and an editor who prepared our monthly troop newsletter. **All parents are encouraged to volunteer for the committee or ad hoc positions. Help is ALWAYS needed and appreciated!** Each of the Troop Committee positions has a committee vote. Please see the committee chair if you are interested in a position or assisting with a position. The committee meetings are open to all parents. All parents are strongly encouraged to attend meetings to better understand what is going on in the Troop and learn about the business of running our troop. At some point in the meeting, the committee chair may open the floor to parents. At that point the parents will have their opportunity to share ideas or ask questions. Please review the section on the "Troop Committee."*

*Fundraising events are scheduled throughout the year. The funds are used to pay for campsite fees, special events, maintenance of the Troop trailer, and to purchase Troop equipment.*

*Adult support is vital to the Troop. Without adult participation, the Troop will not exist. A small amount of time and effort on the adult's part will go a long way in the Troop. Adults are needed to drive the boys to outings. The boys need adult guidance on outings, at meetings, and to counsel them on Merit Badges. The boys also need the adults to manage the Troop's business. The boys must meet with three adult committee members who are not the Scoutmaster or Assistant Scoutmasters as part of rank advancement. It is for this reason that we require one adult to register with each boy. At a minimum the adult must attend two outings each year, and is expected to attend committee and troop meetings as much as possible. Participation at fundraising events is also expected. We even have a patrol for the adults, appropriately named the "Old Geezer Patrol." Every adult is encouraged to participate as much as they can. We truly believe the experience of working with your boy or boys and his Troop will be very rewarding. Please review the section "Opportunities for Adults."*

## **Joining Troop 130**

To become a Scout, a boy must have completed the fifth grade, or be 11 years old, or have earned the Arrow of Light Award and is at least 10 years old, but is not yet 18 years old.

Complete a Boy Scout Application and a Part A & B (health history & release) of the BSA Medical form. The Troop requires one adult to join with each boy or brothers. To join, an adult application and Part A & B of the BSA Medical form must be filled out. Part A & B of the BSA Medical form is required on all outings 72 hours or less. In addition to Parts A & B, Part C (Doctors exam) is required for outings longer than 72 hours. Also required for the troop's medical records: a copy of the scout's and parent's immunization records or cards, and a copy of health insurance cards. All forms and fees are turned into the Membership Coordinator. The annual fees for joining as of January 2012 are as follows:

\$30.00 Annual Troop Fee  
\$24.00 Youth Registration Fee  
\$24.00 Adult Registration Fee  
\$12.00 "Boys Life" magazine  
\$90.00 Total

Registration entitles you to all BSA rights and privileges. It also gives you valuable discounts at many of our local sporting goods stores.

The \$24 fee for adults includes a subscription to the bimonthly magazine "Scouting." "Scouting" magazine provides adults instruction and ideas to provide a quality program for the boys. Reading this magazine is a good way to learn more about scouting. The registration (re-charter) fees are paid yearly in November for the upcoming calendar year beginning in January. Scout and adult registration fees are prorated after January. The Troop fee is not prorated; it is always \$30.00 regardless of the time of year. The Troop fee is used to pay for awards the boys earn and the cost of the boy's first neckerchief, slide, and brotherhood patch.

The boys also pay **patrol dues** of a dollar a week. The dues can be paid weekly, quarterly, or annually, at your convenience. The only requirement is that they be kept current. Each boy should earn the money for his patrol dues. The annual total is \$52.00 per year. **Dues are paid for each calendar week, even those without a meeting.** Dues are collected at the Troop meetings. The dues are used to pay for patrol equipment. Each patrol owns a propane stove, four or five large two-man tents, cooking equipment and supplies. Each patrol owns the majority of the equipment your boy needs to go camping, except personal gear. As equipment becomes unserviceable, the patrol

*asks the adult quartermaster to replace it using their patrol account.*

*The fee for a boy or adult to attend the monthly outing is normally around \$15 per individual. This fee covers the food for the boy or adult. Camping fees are paid from the troop general fund. There may be additional costs for the outing. These costs would be for special outings such as the historic vessels the boys like to visit. This Troop has stayed overnight aboard the Hornet, a World War II aircraft carrier, and the Pampanito, a World War II submarine. Although not required, a gas contribution to the driver is always appreciated.*

*Occasionally on the road to and from outings, the vehicles may stop as a group for a quick meal. \$6 will more than cover the cost of a meal on the road. \$12 if the group will be stopping twice.*

*Each summer the Troop spends a week at a Scout camp. The costs range from \$300 - \$450 depending on the camp selected. Our boys like to attend a different camp every year. The fees are collected over a period of six months prior to the camp date. The Sequoia Council offers camperships and financial assistance. Council camperships are available only when the Troop will be attending Camp Chawanakee at Shaver Lake. The Sequoia council operates Camp Chawanakee and Camp Wortman. Our Troop offers the "Cary Biggert Camping Scholarship." The requirements and procedures for that scholarship are listed in the scholarship application. Please ask the committee chair for an application.*

**The Troop committee requires one adult important to the boy to join with him.** *This adult can be a parent, grandparent, aunt, uncle, or anyone important to the boy. This adult is important to the Troop for many reasons in addition to being there for the boy. As a registered adult in Troop 130, you have the opportunity to become a member of the Troop Committee. The Committee oversees the business of the Troop. Adult members of the troop may sit on a Board of Review other than their own son's. Each boy participates in a Board of Review, which is the last step of the process of earning each scouting rank after the first rank of Scout. The Board of Review is composed of registered parents who are **not** Assistant Scoutmasters. Registering as an adult in the troop will benefit your son as well as the other boys in the Troop.*

*As an adult in the Troop you are not required to take a committee position or attend every meeting or event. We would like to see you participate in everything you enjoy. We hope that you will become increasingly more involved in the Troop. We strongly believe you will find it to be a very enjoyable and rewarding experience. The committee requires each boy to have a **Youth Protection Trained** family member drive on two outings each year. This spreads the cost of transporting the boys among all members of the Troop. Come out and enjoy Scouting with your son. You will be glad you did.*

“Throughout the year, fundraisers will be offered to offset the costs of the scouting program. Some of the fund raisers generate money for the troop as a whole. Some of the fund raisers allocate part of the funds to be earmarked for an individual scout’s long-term camping needs, including, but not limited to, summer camp, NYLT, National or International Jamborees, National Order of the Arrow Conference (NOAC), Philmont or other high adventure Scouting camps, and National Advanced Youth Leadership Experience (NAYLE). Monies earned from these types of fundraisers will accumulate until they are used by the scout or when the scout turns 18 years of age. At that time, monies earmarked to an individual scout will be absorbed by the troop. Scouts are encouraged to participate in all types of fundraisers. This is part of the way a scout demonstrates scout spirit by being thrifty.”

## Outings

*A great deal of planning and preparation go into each outing. The Scout completes some of the planning. The following is a partial list of what must be done prior to each outing.*

- *A current “Annual Health and Medical Record” form with Part A & B completed must be on file with the Troop for outings less than 72 hours. **Also required is an immunization record/card, as well as a copy of the individual’s insurance card.***
- *For outings exceeding 72 hours, in addition to the above, Part C must be completed by a licensed health-care practitioner.*

*“Annual Health and Medical Record” forms are required for both **YOUTH** and **ADULTS**.*

*“Annual Health and Medical Record” are valid for 12 months and must be renewed every 12 months.*

***The aforementioned Health History requirements are national BSA policy.***

*“Annual Health and Medical Record” forms can be obtained from the membership coordinator or medical records coordinator and also from [www.scouting.org/filestore/HealthSafety/pdf/part\\_c.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/part_c.pdf)*

*A permission slip, signed by the parent or guardian, with a check made out to Troop 130, for the outing fee stated on the form, must be turned in to the outings coordinator **two weeks prior to the outing.***

- *If you signed up for the outing and at the last minute cannot go, you **must** notify your patrol leader. If your food has already been purchased you will not receive a refund for the amount of the food. The refund of any additional fee will depend on the conditions of the contract the Troop has entered.*
- *Unless otherwise instructed the Troop assembles at the Good Shepherd Lutheran Church in front of the meeting room in the parking lot of the church.*
- *Unless otherwise instructed the meeting time is 5:30 PM. Please be prompt!*

- *Each patrol is expected to have one member's parent drive. Each Scout must have his adult drive on two outings. "All vehicles MUST be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the State in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000."<sup>1</sup> For information and claim forms, contact the Sequoia Council service center in Fresno at 320-2100.*
- *Scouts will be brought back to the Church or alternate location unless other arrangements have been made. Due to the space available in some vehicles, it is not always possible to have each boy in the same vehicle as his gear. A Cell or home phone number where you can be reached during the planned arrival time must be listed on the permission slip. Please plan to be available to pick up your Scout at the expected arrival time plus or minus two hours.*
- *Troop 130 practices Leave No Trace camping. Leave No Trace outdoor ethics are listed in the Scout handbook.<sup>1</sup> Plan your gear accordingly.*
- *Please encourage your Scout to go on as many outings as he can. If he does not have some of the gear he needs, contact the adult Quartermaster. The Troop has some extra backpacks and other gear.*

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<sup>1</sup>

## **Attendance**

*The goal of the Scouting program is to provide our sons with the opportunity to learn outdoor skills, leadership training, and a strong background in ethics and ethical decision making. To accomplish these goals, participation in Troop activities and meetings is necessary. The following attendance policy will be enforced.*

### **Troop activities:**

*This includes meetings, outings, eagle projects, community service, and fundraisers. For a Scout to achieve perfect attendance, the Patrol Leaders Council has set the standard of attending 75% of all activities in a charter year. The outings used to calculate perfect attendance are the ones every Scout may attend. Activities such as Order of the Arrow, Council and Troop Junior Leader Training are not included in the calculation. These activities are not available for each boy. Boys attaining perfect attendance will receive a perfect attendance award at the spring Court of Honor. The award will reflect the consecutive years of perfect attendance.*

### **Troop meetings:**

*Meeting attendance of 50% or higher is required to be considered to be actively participating in the Troop. A Scout must participate in the Troop in order to advance in rank.*

#### *Patrol Leader Council meetings:*

*Every boy in a leadership position is expected to attend the weekly PLC. Assistants are not required to attend the meetings. An Assistant may be designated to attend if the primary person in that job is unavailable for the meeting.*

*A Scout must attend meetings and events in proper Scout uniform. The first meeting of the month the uniform is full "Class A." The Scout shirt is to be worn with awards and patches displayed in accordance with the guidelines detailed in the inside cover of the Scout Handbook. The shirt is to be tucked in and the pants pulled up to the waist, not sagging.*

*The Scoutmaster has the authority to excuse absences for illness or unexpected family crisis. Our scoutmaster takes a personal interest in each individual boy. Each instance will be considered on an individual basis and on its own merits.*

**Outing attendance:**

*Each scout must attend a minimum of four outings each year. Summer camp and the Pismo Beach Family Camp will count as outings.*

*The primary purpose behind scouting is to introduce scouts to the outdoors. We understand a Scout may have difficulty attending outings. Outings are an integral part of the Scouting program. This is the best opportunity for the Scout to practice his practical and leadership skills. Outings help patrols build teamwork and camaraderie. Without attending outings a Scout is missing the heart of the program. Due to the training schedule in Troop 130, periodically certain outings will be mandatory in order to complete the training schedule.*

**Youth leaders attendance:**

*The minimum participation requirement for youth leaders is that they attend and /or have a responsible, prepared substitute attend 83% of the outings and 90% of the meetings.*

## **Advancement**

*Advancement is the process by which youth members progress through ranks in the Scouting program. By the gradual mastery of scouting skills the requirements for advancing to the next rank are completed.*

*Ranks are simply a means to an end, not an end themselves. Everything Scouts do to advance and earn these ranks, from the day they join until the day they leave the program, should be designed to help them have an exciting and meaningful experience.*

*Education and fun are functions of Scouting, and they are the basis of the advancement program. In the Scouting program, recognition is gained through leadership in the unit; attending and participating in the activities; living the ideals of Scouting; and developing a proficiency in outdoor living and useful skills.<sup>3</sup>*

*Advancement is one of the ways Scouting keeps Scouts interested, and challenged. The goals for attaining each rank are set out in a step by step fashion in the Scout handbook. Each rank has a checklist of items that must be completed. Scouts above the rank of first class, Merit Badge Counselors, the Scoutmaster, Assistant Scoutmasters, and Committee members will facilitate each boy attaining his goals. The support each boy receives at home plays a crucial part in the boy reaching his goals. We encourage you to participate with your boy at home and at Troop functions.*

### **Boy Scout advancement is a four-step process:**

- 1. The Boy 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. The Boy Scout is tested. His patrol leader, Scoutmaster, Assistant Scoutmaster, a Troop Committee Member, or a member of his Troop may test a Scout on requirements. The Scoutmaster maintains a list of those qualified to give tests and to pass candidates.*
- 3. The Boy Scout is reviewed. After a Scout has completed all requirements for a rank, he has a Board of Review. For Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms, members of the troop committee conduct the review. The district Eagle Board of Review conducts the Eagle board of review.*

4. *The Boy Scout is recognized. When the Board of Review has certified a boy's advancement, he deserves to receive recognition as soon as possible.<sup>3</sup> In Troop 130 the boy will receive his new rank badge the night of his Board of Review. The certificate for his new rank and a mother's pin in the shape of his badge will be awarded to him and his mother at the next scheduled Court of Honor. Two Courts of Honor are held annually, usually one in February and the other in August.*

***The Scoutmaster Conference:***

*You will notice that participation in a Scoutmaster conference is a requirement for every rank. The purpose of the conference is to ensure that the Scout is ready for his Board of Review. An increasing level of trust between the Scoutmaster and each Scout develops during these conferences. In Time, the Scout allows the Scoutmaster to become a positive guide and influence in his life. The conference is also an opportunity for the Scoutmaster to review the Scout's personal growth and set goals for further advancement.<sup>3</sup>*

***The Merit Badge Program:***

*The ranks of Star, Life, and Eagle require that a Scout earn a specific number of merit badges. Merit badges are awarded to Scouts for fulfilling requirements in specific fields of interest. The subjects range from American Business to Woodwork. They cover areas such as hobbies, careers, sports, science and Scouting skills.<sup>1</sup> Currently, there are over 120 merit badges a Scout may earn. A minimum of 21 are required to achieve the rank of Eagle. Of those 21, every Eagle Scout must complete 12 required badges.*

*A Scout, along with a buddy, works closely with a council-approved merit badge counselor to complete the requirements for the merit badge.<sup>4</sup> The Scoutmaster can advise the boy in selecting a merit badge counselor from the Troop. Adult members of the Troop may also serve as merit badge counselors once they have met the requirements and registered.*

## **The Scouting Program**

*The Boy Scouts of America was incorporated on February 8, 1910, and chartered by Congress in 1916. The first handbook, Boy Scouts of America, Handbook for Boys was printed in 1911.<sup>2</sup> The American scouting program is modeled after the Boy Scout program that was conceived and developed by Lord Robert Baden-Powell, originating in England. Scouting is the largest youth organization in the world.*

Scouting is **“Fun with a purpose.”**

### **Mission Statement:**

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

### **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*

### **Scouting has three basic aims:**

- *Character development*
- *Citizenship training*
- *Mental and physical fitness*

## ***The Methods of Scouting:***

1. *The Ideals.* The ideals of the Boy Scouts of America are spelled out in the Scout Oath, Scout Law, Scout motto, and Scout slogan.
2. *The Patrol Method.* Within the larger community of the troop, the patrol is a Scout's "family circle." Made up of boys who are different in age and experience. Each patrol helps its members develop a sense of pride, identity, and learn Scout skills. The patrol has its own leadership structure and each member has a responsibility to the group.
3. *The Outdoors.* Boys join Scouting for the challenge, the excitement, and the fun. It is in the outdoors that Scouts share responsibilities, learn to live with each other, and apply the skills and activities learned at troop meetings.
4. *Advancement.* The Boy Scouts of America believes that a boy should receive recognition for his achievements. The requirements for the ranks of Tenderfoot, Second Class, and First Class prepare boys to take full advantage of all that Scouting has to offer. Star, Life, and Eagle requirements focus on service to others and developing leadership skills.
5. *Association with Adults.* Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of their troops.
6. *Personal Growth.* Scout-age boys are experiencing dramatic physical and emotional growth. Scouting offers them opportunities to channel much of that change into productive endeavors and to find the answers they are seeking for many of their questions. Through service projects and Good Turns, Scouts can discover their place in their community. The Troop itself provides each Scout with an arena in which to explore, to try out new ideas, and sometimes simply to embark on adventures with no design other than having a good time with good people.
7. *Leadership Development.* Leadership is a skill that can be learned only by doing. Every boy in each patrol of the Troop will find that he is filling leadership positions of increasing responsibility. Through leadership experiences, boys learn planning, organization, and decision making.
8. *The Uniform.* Since 1910, the Boy Scout uniform has been a recognizable part of the American scene. Wearing the uniform helps boys develop a sense of belonging to their patrol and Troop. It reinforces the fact that all members of the Boy Scouts of America are equal to one another.<sup>2</sup>

Boy Scouting is a **boy-run** organization. The boys of Troop 130 decide where they will go for outings and summer camp. The committee and Scoutmaster advise them and only step in when the boys' imaginations get too wild. The boys elect the more experienced members to positions of leadership within the Troop. The exceptions to this rule being the selection of the top Troop leadership, the positions of Senior Patrol Leader and the two Assistant Senior Patrol leaders. These positions are filled at the discretion of the Scoutmaster. The following is a list of Troop leadership positions:

Senior Patrol Leader  
Assistant Senior Patrol Leader  
Patrol Leader  
Assistant Patrol Leader  
Troop Guide  
Order of the Arrow Troop Representative  
Den Chief  
Scribe  
Assistant Scribe  
Librarian  
Historian  
Quartermaster  
Assistant Quartermaster  
Bugler  
Junior Assistant Scoutmaster  
Chaplain's Aide  
Instructor

This group of leaders makes up the Patrol Leaders Council (PLC). They meet each week after the regular meeting to plan the next meeting and future events. In September they hold an annual planning session to outline the activities, monthly themes, and outing destinations for the year ahead. The PLC also meets quarterly to review the program and plan the next three months in more detail.

## ***The Troop Committee***

*Welcome to the family of Scouting. As a troop committee member, you can help enrich the lives of boys and make a difference in the kind of men they become. The Troop Committee is the Troop's board of directors and supports the Troop program. But you ask, "What does the Troop Committee do?" The Troop Committee does the following:*

- *Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.*
- *Provides adequate meeting facilities.*
- *Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.*
- *Supports leaders in carrying out the program.*
- *Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.*
- *Obtains, maintains, and properly cares for troop property.*
- *Ensures the troop has an outdoor program (minimum 10 days and nights per year).*
- *Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.*
- *Provides for the special needs and assistance some boys may require.*
- *Helps with the Friends of Scouting campaign.*
- *Assists the Scoutmaster with handling boy behavioral problems.<sup>3</sup>*
- *Reviews Eagle Scout projects.*

*How do you invest in Boy Scouting?*

- *Periodically visit a troop meeting. Observe the boys and meet other parents.*
- *The second Monday of each month is committee-meeting night. Attend the meeting. This is your opportunity to learn and understand the business of the troop.*
- *The cost of a uniform if you choose.*
- *The annual registration fee.*
- *Driving to a minimum of two outings each year.*

## **Opportunities for Adults**

*Scouting presents numerous opportunities for adults. Adults have the opportunity to facilitate the boys learning scout and leadership skills. Scout skills include many outdoor activities. Some of the more exciting ones are high adventure activities such as climbing, mountain biking, and white water rafting. Adults can also participate in less adventurous activities such as backpacking, fishing, and camping. There are opportunities to visit and explore historical sites. These and many more activities are just some of the fun Scouting offers its adults. While you are experiencing these activities with the boys you will also have the chance to teach them leadership skills. The last three ranks, Star, Life, and Eagle are devoted to learning leadership and leading the troop.*

*Training for the adult scouter is conducted by our council and by other Boy Scout councils as well as the national organization. Boy Scout specific Adult Leader Training (basic leader training) and Wood Badge (advanced leader training) are the two most widely attended adult training sessions. Philmont Scout Ranch in Cimarron, New Mexico, is a high-adventure camp that also offers special training for adult leaders.*

*If you have no scouting experience, both leader-training sessions will show you what Scouting promises to the boys. You will learn what the patrol method is, and how the boys run the Troop. You will finish the session with a better understanding of the role of an adult in Scouting. If you are returning to Scouting, both leader-training sessions will revitalize your Scouting skills and provide you with a leader's perspective of a Scout Troop.*

*We encourage you to attend the monthly Committee meeting held the second Monday of each month. As a member in the committee you will learn about the business of running the Troop. When you are ready to invest more in the Troop, you may accept one of the committee positions.*

*To qualify as a Merit Badge Counselor, a volunteer must register annually with the Boy Scouts of America; be at least 18; be of good character; be of proficiency in the merit badge subject by vocation, avocation or special training; be able to work with scout-age youth; be approved by the district/council advancement committee. To register with the Boy Scouts of America, a potential Merit Badge Counselor must complete the Boy Scouts of America's Adult Application Form, also available in Spanish, and submit it along with the Boy Scouts of America's Merit Badge Counselor Information Form (No. 34405) to the Boy Scouts of America's local council office. Renewal of this requirement annually is necessary to continue as a Merit Badge counselor.*

## **Safety**

### *Youth Protection and Adult Leadership*

*The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.*

*Two-deep leadership.* *Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.*

*No one-on-one contact.* *One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.*

*Respect of privacy.* *Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.*

*Separate accommodations.* *When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.*

*Proper preparation for high-adventure activities.* *Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.*

*No secret organizations.* *The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.*

*Appropriate attire.* *Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.*

*Constructive discipline.* *Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.*

*Hazing prohibited. Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.*

*Junior leader training and supervision: Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.*

*One of the goals for Scouting is to provide a safe haven for the youth members. The preceding rules are copied directly from the Guide to Safe Scouting. The Guide also contains BSA rules and policies pertaining to the following topics:*

- 1. Aquatics Safety*
- 2. Camping*
- 3. Drug, Alcohol, and Tobacco Use and Abuse*
- 4. Emergency Preparedness*
- 5. First Aid*
- 6. Fuels and Fire Prevention*
- 7. Guns and Firearms*
- 8. Sports and Activities*
- 9. Inspections*
- 10. Medical Information*
- 11. Transportation*
- 12. Winter Activities*

*The guide is available for your review from the Troop committee and many of the uniformed adult leaders. This Scouting guide as with all Scout literature is available for purchase from the Scout store at the Council office. An online version is at [www.scouting.org/scoutsorce/HealthandSafety/GSS/toc.aspx](http://www.scouting.org/scoutsorce/HealthandSafety/GSS/toc.aspx) and a PDF form is available at <http://www.scouting.org/filestore/pdf/34416.pdf>*

## **Resources**

1. *Boy Scouts of America Boy Scout Handbook (11<sup>th</sup> ed., third printing). (1998). Texas: USA*
2. *Boy Scouts of America Boy Scouts of America Handbook for Boys (1911). New York: Doubleday, Page & Company*
3. *Boy Scouts of America The Scoutmaster Handbook (2006 rev.) (1998). Texas: USA*
4. *Boy Scouts of America Troop Committee Guidebook (1998). Texas: USA*
5. *Boy Scouts of America Guide to Safe Scouting (2006 rev.) (1998). Texas: USA*

## **Financial Policy on Cash and Delinquent Payments**

Use of cash is not perimeter for payment for summer camp.

Use of cash is strongly discouraged for regular camp outs, but is permitted in the event it will allow people to pay promptly.

If cash is used, it is the responsibility of the payor to ensure that he/she gets a confirmation email or written receipt. The troop has purchased four receipt books, one for each treasurer, one for the outings coordinator, and a spare to be kept at the meeting room.

No money exchanges are permitted except to treasurer and outings coordinator.

Camping fees should be paid prior to the event. If fees are not paid by 30 days after the outing, this will be considered a violation of the financial policy.

If camping fees are not paid by 30 days after the event, the penalties are as follows:

Initial occurrence will require immediate restitution and result in a warning.

Second occurrence will result in dismissal from troop. A report will be made to the council if restitution not made. Legal action will be initiated if appropriate.

## **Addendum 1 (3 Pages)**

### **TROOP 130 CAMPING SCHOLARSHIP**

*This policy outlines the requirements and procedures for the Cary Biggert Camping Scholarship. The scholarship provides financial assistance to scouts wishing to attend summer camp or NYLT (National Youth Leadership Training).*

**1. Eligibility and Number.** *The camping scholarship may be awarded to any Active Boy Scout registered in Troop 130. The number of scholarships to be awarded shall be at the discretion of the Scholarship Committee.*

**2. Amount of Scholarship.** *The funds available for scholarships in any one year shall not exceed \$500.00. However, funding may be increased if additional donations are received by the Scholarship fund. The total amount to be awarded in any given year shall be subject to the discretion of the Scholarship Committee. The amount of any scholarship awarded will be not more than fifty percent (50%) of the cost of summer camp or NYLT (National Youth Leadership Training).*

**3. Use of Scholarships.** *The scholarship may be used to pay for the cost of summer camp or to pay for attendance at NYLT (National Youth Leadership Training), also known as Silver Bear Training. The scholarship must be used for that year's activity for which application was submitted. The scholarship will be paid directly to the vendor. If it is unused for that activity, it will not be continued to or carried over to any other outing or activity.*

**4. Requirements.** *To receive a camping scholarship, a scout must have satisfied the following:*

#### **A. Objective Requirements:**

- 1. Financial need.*
- 2. Registered as a scout in Troop 130 for at least six months prior to the date on which the application is submitted.*
- 3. Fifty percent (50%) attendance at troop meetings and at troop outings during the preceding twelve (12) months (or shorter period, if registered as a Scout in Troop 130 for less than 12 months)*

## **B. Subjective Requirements:**

1. *Scout Spirit.*
2. *Satisfactory rank advancement.*

**5. Notification.** *Notification of the availability of the camping scholarship shall be given to all scouts registered in Troop 130 as of January 1 of any given year. Such notification shall be made in writing, and shall be delivered to all scouts at the first regular meeting of the troop after January 1. The same notice shall be given to the parents of each new scout that registers with Troop 130 at any time during the year.*

**6. Funding of Scholarships.** *The scholarship shall be initially funded from an existing Troop certificate of deposit in the amount of \$500.00. Continued funding shall be accomplished from donations, and as follows: One dollar (\$1.00) from the cost of each outing or troop activity paid by any troop member, or their family, or any guest invited by the same attending the outing or activity, shall be set aside to the fund. Donations also may be solicited by the Scholarship Committee or any registered member of Troop 130 from the local community.*

**7. Application Process.** *Applicants should be aware that the Sequoia Council also provides scholarships to help defray the cost of summer camp. Applicants for the Troop 130 scholarship also must apply at the Sequoia Council office per Council guidelines. A copy of the completed Sequoia Council application shall be submitted to the troop treasurer on or before March 1<sup>st</sup>. In addition, the applicant's parents shall provide the treasurer with a copy of the Council's review and decision. Participation at out-of-council camps are not eligible for the Sequoia Council camperships; however, applicants are still required to obtain a campership application form from the Sequoia Council office and submit the completed form to the troop treasurer for review for a Troop 130 Campership Scholarship.*

*The Scholarship Committee shall review the applications in early March. It is important that all applications (and Council responses) be timely submitted so that all applicants can be impartially reviewed by the Scholarship Committee. The scholarship may be awarded only to scouts who have submitted a completed application.*

*The applicant's parents shall be notified of the Scholarship Committee's decision by two (2) of the committee members as soon as possible after decision has been rendered.*

*Troop 130 is committed to helping all of its scouts attend summer camp. Troop 130 recognizes that special situations may arise in which a family requests assistance, but did not submit an application by March 1<sup>st</sup>. The Scholarship Committee on a case-by-case basis will handle such special situations.*

**8. Confidentiality.** *Applications and the information contained therein and decisions made regarding same shall be kept confidential by all persons seated. The number of and amount of scholarships awarded in each year (but not the names of the recipients) shall be reported to the members of the troop at the next regularly scheduled parents' meeting.*

**9. Scholarship Committee.** *The Scholarship Committee shall consist of the following seven (7) adult leaders:*

- A. Troop Committee Chairman*
- B. Troop Treasurer*
- C. Scoutmaster and/or an assigned Assistant Scoutmaster*
- D. Advancement Coordinator*
- E. Three (3) registered adults of Troop 130*

*All voting by the Scholarship Committee shall be by secret ballot. Two (2) members of the Scholarship Committee shall count the votes. The decisions of the Scholarship Committee shall be impartial. Thus, no parent or relative of an applicant shall vote on any matter involving a family member.*

*The registered adults shall be selected by names drawn from a hat, at the December meeting of the parents' committee. The Scholarship Committee members shall be seated, assembled and familiarized with the Fund on or before December 31<sup>st</sup> of each year. The length of service shall be one (1) calendar year.*

**10. Amendment Policy.** *This policy may be amended or revised only at the Parent Committee of Troop 130, acting at duly constituted meeting of said Parent Committee.*

**Revised: November 2007**

## **Addendum 2**

### **Camper Fees and Grub Master Procedures**

#### Camper Fee Breakdown:

*For a regular Friday night to Sunday morning weekend outing the camper fee per person is \$20. This pays for food for Saturday breakfast, lunch and dinner, and Sunday breakfast. That sum breaks down as follows:*

*\$16 budgeted for food per camper.*

*\$1 credited to Biggert campership scholarship fund.*

*\$3 budgeted to pay gas to whoever hauls the troop trailer to the camp location.*

#### Scout Grub masters:

*Prior to the outing the Patrol Leaders Council approves a menu. The grub master then approaches the treasurer for his funds. The scout needs to be able to tell the treasurer how many scouts he is feeding. He is then given a check (payable to one of his parents) in the appropriate amount (i.e., number of scouts to be fed multiplied by \$16 equals his budget total).*

*At the time he receives his check, the grub master is reminded by the treasurer that he should stay within his budget, he should bring the treasurer all receipts the following week and any change he may have. He is also told that if he overspends his budget, he is not reimbursed the extra funds. The lessons for each scout are to learn to stay within a budget and to account for actual funds spent.*

#### Receipts:

*Each receipt should contain the name of the grub master, the patrol name, the name of the outing and the date of the outing. If there is more than one receipt, each receipt total should be tabulated on the back of one of the receipts so that the grand total spent by the grubmaster is easily ascertained by the treasurer. This allows the treasurer to quickly determine if any change is due to the troop or if the scout overspent his budget. If the scout has any change left, he should give that back to the treasurer when he delivers his receipts.*

*If a grub master has campers added to his meal after he receives his first check from the treasurer, he can get an additional check before the outing if there is time, or he can let the treasurer know how many campers he actually fed when he turns in his receipts. His budget amount goes up accordingly, and he will be compensated up to his new budget amount.*

*If for some reason the grub master does not receive his check before the outing, he will be reimbursed his expenses upon presentation of his receipt(s) to the treasurer after the outing. Again, the receipts should contain all of the information requested above, including the number of campers fed by the grub master.*

## **Addendum 3**

### **Youth Protection and Risk Zone Training**

*BSA policy requires that all registered adult leaders complete Youth Protection Training within 90 days of registration. Many of you may have completed this already and your training certification is still current. They are only valid for two years, and then you must update your certification. The Troop Committee asks that ALL registered adults complete this important training.*

*“As a volunteer for the nation’s largest youth organization, you should be aware of how to help a child in need, and how to keep child abusers out of the Boy Scouts of America.*

*The Sequoia council hopes to educate all adult leaders through Youth Protection Training in order to create a barrier to child abuse and to abusers.*

*All adults should plan to attend Youth Protection Training. A child deserves no less.”*

*The easiest way to meet this requirement is to complete this training online. The following link from the National BSA will allow you to do this: <http://www.myscouting.org> . It shouldn't take more than an hour of your time to complete this important training.*

*Once you are at this link's web page, click on the section for "Youth Protection Training." You will login or register. Then you will be guided step by step through the course. Upon completion, please make sure that you request a printout of your Youth Protection certification. You will need to provide a copy of this certification to the Training Coordinator. You can forward the certification to the Training Coordinator via e-mail or hand deliver it at the troop or committee meetings.*

*The training is occasionally offered at various sites throughout the council. Please check with the Training Coordinator for those dates and times.*

*Also the Training Coordinator will periodically offer Risk Zone Training, viewing of the video “The Risk Zone” at Troop meetings. Briefly, “The Risk Zone: A BSA program that examines risk factors for Scouts being transported in vehicles.”*

*Thanks for your attention and promptness in getting this important training done.*