

TROOP 202

SCOUT & PARENT

GUIDEBOOK

This document is offered as a resource to Scouts and parents of Troop 202.

The troop complies with national Boy Scouts of America (BSA) procedures regarding advancement and safe Scouting. The procedures and guidelines detailed here further clarify how these needs are fulfilled in Troop 202.

For additional information, Scouts are urged to ask questions at troop meetings and outings, while adults are encouraged to become active in the Troop Committee. The Troop 202 website is also a valuable repository for current information, forms, online tools, and detailed resources.



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Boy Scout Troop 202
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Carmel, IN 46033
www.troop202.us

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First Steps

Welcome to Troop 202!

The quality of a Boy Scout's experience will depend greatly upon his level of participation, and the involvement and support of his parents. The purpose of this guidebook is to help a new Scout in Troop 202 get a positive start, and to help his parents understand how they can support his success.

If you do not already have them, you will need to purchase the following items from the Scout Shop: a *Boy Scout Handbook*, a khaki Boy Scout shirt (same as worn by most Webelos Scouts), a council shoulder strip, and a World Crest patch. While BSA pants, belt, and socks are part of the full Class A uniform, they are not required for troop meetings. If you earned the Arrow of Light or a religious emblem as a Cub Scout, you may wear those patches on your Boy Scout uniform. All other Cub Scout insignia is removed. Refer to the *Boy Scout Handbook* for proper insignia placement. Troop 202 will provide your green epaulet ribbons at your crossover or when you join the troop. Your Troop 202 numerals will be presented when you have submitted a membership application and registration fee. Your rank patches will be presented to you as you earn them, and your red neckerchief and slide will be presented when you reach First Class rank. If you hold a leadership position in the troop, your position patch and "TRAINED" patch will be presented when you have completed the Troop Leadership Training with the rest of the youth leadership team.

Scout, now that you have joined Troop 202, your initial task is to complete the requirements for your first award, the Scout rank. Read your *Boy Scout Handbook* to understand the requirements, review the Parent's Guide insert in the front of the book with your parent, and be ready to talk with your Scoutmaster or one of the Assistant Scoutmasters at a troop meeting or the New Scout Campout. After completing this conference, you will be awarded your Scout rank patch. The rank patch is placed on the left chest pocket of your Scout uniform.

Parent, there are a number of ways for you to become involved in a volunteer role with your son's new troop. Some of the opportunities to contribute can be found in this guidebook. However, the best way to understand how you can help is to attend troop meetings with your son, or to attend Troop Committee Meetings where adult leaders discuss ways to remove obstacles and enable our Scouts to manage an effective boy-run troop.

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Introduction

This general reference is intended to inform you so that both Scout and parent can have as much fun and success as possible during their early experience in Troop 202. It is NOT a substitute for the *Boy Scout Handbook*. The *Boy Scout Handbook* (and any updates or addenda to it) are the best source of advancement information, general Scouting knowledge, and how-to specifics. Other books, such as the *BSA Field Book* and the numerous merit badge pamphlets, are also excellent reference materials.

There is no substitute for good common sense. Scouts and Scouters (adult leaders) enter into many different adventures in Scouting. The information contained here – rules, guidelines, general procedures, can never cover every situation that may arise. Troop 202 follows BSA's *Guide to Safe Scouting*. Two examples of rules which must be adhered to at all times are "two-deep leadership" for adults and "the buddy system" for youth.

Troop 202 was first chartered in February, 2002 (thus the troop number, 202). The chartered organization, St. Elizabeth Ann Seton Catholic Church, is obligated by the BSA charter agreement to provide an adequate meeting place, including storage of troop equipment. The chartered organization appoints a Chartered Organization Representative to be the official liaison between the organization and the Scout troop.

Troop meetings are held weekly throughout the year, and last about an hour and a half. The meetings are planned and run by the Scouts themselves. Parents are always welcome to attend troop meetings, where they can help by ensuring safe practices are followed, and by providing coaching when appropriate. Parents are also expected to help with various Troop Committee roles and tasks. While there is no set rule that a Scout must attend a certain number of meetings in order to advance in rank, he must show Scout Spirit and active participation. If a boy knows he will miss meetings due to a conflict, he should let his Patrol Leader and Scoutmaster know.

Troop 202 meets on Wednesday evenings from 7:15 to 8:30 at St. Elizabeth Ann Seton Church. Scouts should come to meetings in Class A uniform (khaki uniform shirt at minimum, tucked in), and bring the *Boy Scout Handbook*, a notebook, a pen, and any other materials needed for the planned activity. Troop meetings close with a "circle up" where announcements are made and awards and advancements are acknowledged. Parents are encouraged to be at the meeting place near the end of the meeting to join the circle, and to observe and hear this portion of the meeting.

Parents, leaders, and the troop work together through the eight ***Methods of Scouting***:

I – Scouting Ideals

The ideals of Scouting are spelled out in the Scout Oath, Law, Motto, and Slogan. The Scout measures himself against these ideals and continually tries to improve. As a Scout grows in age and rank, he is expected to recite and live these ideals with increasing conviction.

Courteous behavior is expected at all meetings and outings. Hazing and bullying are never allowed. Improper conduct by a Scout will be handled as follows:

- Once a year (at re-charter or joining), each Scout and his parent are asked to sign a copy of the Troop 202 Code of Conduct, which was developed by the Scouts and approved by the Troop Committee. This Code of Conduct is reviewed and reaffirmed before departure for each outing.



- If a Scout behaves poorly at troop meetings, outings or other troop activities, the problem will be addressed immediately. If poor behavior continues, the problem will be referred to the Senior Patrol Leader to be addressed at the next Patrol Leader Council (PLC) meeting. If necessary, the Scoutmaster will intervene.
- If a Scout becomes a consistent disciplinary problem, his parent or adult guardian will be asked to attend all troop functions with the Scout and to remove him from the function at the first serious offense, until such time as the Scout learns to behave according to the troop guidelines.
- If a Scout becomes a serious problem during an outing or troop meeting, a parent will be called to pick up the Scout immediately.
- A Scout may be asked to leave the troop if serious disciplinary problems persist and cannot be resolved based on agreement of the Scoutmaster and the Troop Committee.
- Parent/Scoutmaster conferences will be called as needed to attempt to resolve any problems before they become serious enough to warrant removal from troop activities or membership.
- If a Scout has special needs that make it particularly challenging for him to follow directions or participate effectively, his parent or guardian should meet proactively with the troop's adult leaders to develop a plan that will maximize his success. A parent may be asked to participate along with the Scout so that group activities are not derailed if the Scout needs additional attention or assistance.

II – Patrol Method

A Boy Scout troop is made of up patrols of approximately 8 to 12 boys. A new Scout will be assigned to a patrol by the Scoutmaster based on his age and friends he has in the troop. Teaching leadership skills is fundamental to the Scouting program. The Scouts -- not the adults -- are the real troop leaders. The boys guide the direction of the program.

As a boy progresses through the Scouting program, his first leadership opportunities are in his patrol. Each patrol elects a Patrol Leader, who in turn appoints an Assistant Patrol Leader, a Patrol Quartermaster, and other positions within the patrol to keep the members engaged and to fill the void if he is absent. With leadership experience at the patrol level, and after reaching First Class rank, a Scout may move on to a troop-wide leadership position.

The patrol operates as a team during meetings, competitions, and outings. Patrols camp, cook, eat, and compete together. When absolutely necessary due to low numbers, two patrols may be combined on an outing to prepare meals or participate in events. Each patrol chooses a name, develops a patrol yell, and creates a flag which is displayed at meetings and outings. Many patrol patches are available at the local Scout Shop, but some patrols decide to design a custom patch. If the Scouts prefer to choose a more unusual patrol name and patch design, they must present it to the Scoutmaster for approval before adopting it. Patrol patches have a khaki background and border, and contain no words.

METHODS OF SCOUTING

- SCOUTING IDEALS
 - SCOUT OATH
 - SCOUT LAW
 - SCOUT MOTTO
 - SCOUT SLOGAN
- PATROL METHOD
- LEADERSHIP DEVELOPMENT
- UNIFORM
- OUTDOOR PROGRAM
- ADVANCEMENT
- ADULT ASSOCIATION
- PERSONAL GROWTH

III – Leadership Development

The troop is led by a Senior Patrol Leader (SPL). He is aided by one or more Assistant Senior Patrol Leaders (ASPLs). The Scoutmaster and Assistant Scoutmasters help oversee the troop meetings, but the boys lead the meeting. The SPL is elected by the Scouts in the troop. The SPL and ASPLs must be Star rank or above, unless otherwise allowed by the Scoutmaster and Troop Committee. As previously noted, other troop-wide office holders have reached at least First Class rank. The term of office for youth positions in the troop is approximately six months. Elections are usually held in the March and September timeframe. The SPL may run for office for up to two consecutive terms if he desires. He may repeat in the role at a later time after other Scouts have been given an opportunity to serve. Training for leadership positions is provided through Troop Leadership Training and hands-on experience. The Troop Leadership Training is presented by the Scoutmaster and Assistant Scoutmasters shortly after elections, and all Scouts who have accepted leadership positions in the troop are expected to attend. A Scout may not wear the position patch for his elected or assigned position until he attends training with the current leadership team (even if he has attended training in the past).

Other youth leadership positions in the troop are:

Scribe – The Scribe keeps a log of Patrol Leader Council (PLC) meetings, completes and submits a record of troop meeting attendance, and corresponds on behalf of the troop to write thank you notes.

Quartermaster – The Quartermaster keeps track of and checks out troop equipment, ensures that equipment is returned in good condition and ready for next use, and helps with acquisition of new equipment. The Quartermaster should have previously served as an Assistant Quartermaster and have some knowledge of the troop's equipment before entering the job.

Assistant Quartermaster – Assistant Quartermasters assume responsibility for a portion of the troop's equipment, understanding and instructing other Scouts in its proper use and storage, and maintaining an inventory of items and replacement cost. There may be one or more Assistant Quartermasters assigned to different areas of equipment.

Historian – The Historian collects photos, keepsakes, newspaper articles, and other memorabilia. He takes photos, and creates scrapbooks and displays. He also provides periodic input to the youth Webmaster for updating the Troop History portion of the website.

Librarian – The Librarian maintains a library of merit badge pamphlets and other references, including instructional charts and displays. He manages a system for check-out and return of library materials, and makes the library available at all meetings. He maintains a "wish list" of items needed for the troop library, and submits requests for funding to the Troop Committee via the Senior Patrol Leader.

Chaplain's Aide – The Chaplain's Aide helps with religious activities of the troop, and highlights religious events and holidays of which the troop should be aware. He encourages work on religious emblems, and prepares Scouts' Own services for troop outings. He also concludes each meeting circle-up with a brief BSA nondenominational statement.

Troop Guide – Troop Guides work with visiting Webelos to make them comfortable and involve them in activities. Once new Scouts have joined or crossed over into the troop, the Troop Guides continue as advisors to the Patrol Leader and other new Scouts, helping them "learn the ropes" in their new troop. A new Scout should make sure he knows who his Troop Guide is. While all Scouts in the troop are expected to be helpful, the new Scout's Patrol Leader or Troop

Guide is his first stop if he has questions about how things work, or where to find a resource for a particular advancement step.

Instructor – An Instructor teaches Scoutcraft skills in one or more areas (e.g., knots, lashings, first aid, physical fitness, etc.) whenever expert help is requested by an individual Scout, a patrol, or the Senior Patrol Leader. He might also bring in adult experts if needed to support or enrich a planned troop activity.

Troop Order of the Arrow Representative – The Order of the Arrow (OA) Representative is an OA member who attends district (chapter) and council (lodge) OA meetings and events, keeps troop members up-to-date on coming events, hosts the visiting OA election team when troop OA elections are held, and acts as liaison between the troop and the OA organization. He also encourages Troop 202 OA members to render regular service within the council, and to keep their membership current by paying annual membership fees.

Troop Firecrafter Representative – The Firecrafter Representative is a Firecrafter who attends district (ember), section (flame), and council Firecrafter meetings and events, and acts as liaison between the troop and the Firecrafter organization. He encourages participation in the Firecrafter advancement program at summer camp. He also encourages Troop 202 Firecrafters to render regular service within the council.

Leave No Trace Trainer – The *Leave No Trace* Trainer must have completed the 16-hour national LNT Trainer course before being appointed to the position. He instructs Scouts on the principles of *Leave No Trace*, and encourages use of *Leave No Trace* principals on all troop outings.

Bugler – The Bugler plays the bugle (or trumpet) at Scout functions such as meetings, courts of honor, ceremonies, and outings.

Color Guard Commander – The Color Guard Commander recruits and trains Color Guard members, and organizes a Color Guard for events such as troop courts of honor, the 9/11 flag retirement, and when requested by outside groups. He works with the adult Color Guard advisor to ensure that appropriate flag protocol and dress are observed.

Webmaster – The youth Webmaster develops and maintains the Scout pages of the troop website, which highlight troop history, the patrols, and upcoming meeting plans. He interfaces with the Troop Historian to develop the history content, with each Patrol Leader to develop the patrol content, and with the SPL to develop content related to upcoming meetings. He works with the adult webmaster to develop the pages, and submits them to be published.

Nimenees Ceremonial Team Chief – The Nimenees Ceremonial Team Chief is an experienced member of the Order of the Arrow who leads the Troop 202 ceremonial team in preparing for and conducting OA ceremonies. These include public ceremonies such as Arrow of Light, crossover, and Eagle courts of honor, as well as private OA Pre-Ordeal, Ordeal, and Brotherhood ceremonies.

The SPL, ASPLs, Scribe, Troop Guides, and Patrol Leaders comprise the PLC, and meet monthly to plan the troop meetings and events. The SPL presides over the PLC meetings, and the Scoutmaster attends to offer support and guidance, to act as a liaison between the PLC and the Troop Committee, and to observe coaching opportunities with the youth leaders. Each of the troop leadership positions requires a commitment of time and effort on the part of the youth in order to do the job effectively and to get leadership credit for rank advancement. An adult mentor is available for each position to provide support and advice if needed. In addition, a Scoutmaster conference may be scheduled by the Scout at any time to seek advice on a particular question or problem.

In Troop 202, boys plan and lead with adult guidance. This takes some getting used to, especially if the adults think they can probably run things more efficiently than the boys can. Remember, though, that it takes practice to learn anything, including leadership. Your son will elect his Patrol Leader and Senior Patrol Leader, and later he will hold some of the offices himself. Leadership is a requirement for advancement beyond First Class rank. Patrol positions other than Patrol Leader are assigned by the Patrol Leader, and do not 'count' for leadership requirements for Star, Life, or Eagle ranks. Troop positions other than SPL are assigned by the elected SPL, in consultation with the Scoutmaster. Troop positions that can be held to satisfy the leadership requirement for rank are Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader, Scribe, Quartermaster, Assistant Quartermaster (except Eagle rank), Troop Guide, Historian, Librarian, Instructor, Chaplain's Aid, Color Guard Commander (except Eagle rank), Bugler (except Eagle rank), OA Representative, Firecrafter Representative (except Eagle rank), *Leave No Trace* Trainer, Webmaster, and Nimenees Ceremonial Team Chief (except Eagle rank). On occasion, the Scoutmaster may define a project assignment for a Scout with a special situation seeking Star or Life rank, in lieu of one of the positions listed above.

A Scout does not automatically get leadership credit towards rank advancement simply because he was elected or assigned to a leadership position. He must be present at meetings and events on a regular basis, and must cheerfully and ably complete the requirements of the position. Any Scout with questions, special needs, or outside conflicts that keep him from completing his duties should contact the Scoutmaster to seek help or resolution. He should not wait until the end of his term to raise issues.

IV – Uniform

Scouts wear Class A shirts (khaki 'field uniform'), to all meetings and designated functions unless instructed otherwise. The Scout shirt is to be tucked in at all times, and not covered by an overshirt. A warmer shirt may be worn under the Scout shirt if needed. Appropriate badges and insignia should be up-to-date and properly displayed on the uniform. Refer to the *Boy Scout Handbook* for proper insignia placement. The uniform should be viewed as a sign of pride and identity with the troop, and an expression of Scout spirit.

The Scout kit, through its uniformity, constitutes a bond of brotherhood among boys across the world. The correct wearing of the uniform and smartness of turnout of the individual Scout makes him a credit to our movement. It shows his pride in himself and in his troop. One slovenly Scout, on the other hand, inaccurately dressed may let down the whole movement in the eyes of the public. Show me such a fellow and I can show you one who has not grasped the true Scouting spirit and who takes no pride in his membership of our great brotherhood.

– Sir Baden Powell, founder of the Scouting movement.

Items required for the uniform are:

- khaki shirt
- Crossroads of America council patch
- world crest
- patrol patch
- position patch and 'TRAINED' patch (provided by Troop 202 after election/appointment and training)
- green shoulder epaulet ribbons (presented by Troop 202 at crossover), or older red ribbons
- DO NOT purchase the 202 numerals, as they will be provided when joining dues are paid.
- DO NOT purchase a neckerchief/slide, as they will be presented when the Scout reaches First Class.

Summary of Uniform Requirements			
Uniform Type >	Dress Class A	Regular Class A	Class B (t-shirt)
When to wear >	- troop court of honor - Eagle court of honor - ceremonies such as 9/11 flag retirement	- troop meeting - troop event - board of review * - travel to/from outings - summer camp dinner at the dining hall	- summer camp except dinner at dining hall - troop function where permission is given in advance to wear Class B to avoid soiling the Class A uniform
Uniform includes >			
khaki shirt	yes	yes	-
rank and Patrol patches	yes	yes	-
insignia pins and awards	yes	-	-
merit badge sash	yes	-	-
BSA pants/shorts	if available	optional	-
BSA belt	if wearing BSA pants	optional	-
BSA socks	if wearing BSA pants	optional	-
neckerchief & slide	yes, First Class & above	optional	-
troop Class B t-shirt	-	-	yes

* except Eagle board of review, which requires Dress Class A

Any family with a financial hardship that prevents obtaining the proper uniform should contact the Troop Committee Chair or the Scoutmaster for assistance.

V – Outdoor Program

Each year, in late August, the troop annual planning meeting is held. Participation is expected by all Scouts so that a vibrant program can be developed and they have ownership in it. The Troop Committee has developed standards against which the annual plan is judged, to ensure that it includes a variety of opportunities for camping, fellowship, learning, and fun. In the weeks leading up to the meeting, Scouts research possible venues and activities for the following year and input their ideas to the PLC via their Patrol Leader. One idea might be a place to go, with the activities yet to be determined, while another might be an activity with the location still a bit up in the air. By the conclusion of the meeting, an outing is defined for each month of the coming year, and an adult planner and youth planner are assigned to further research and coordinate it. The Troop 202 website includes additional tools for generating outing ideas.

The adults who will plan each of the coming year’s monthly outings comprise the Outings Committee for that year, and meet on a regular basis to understand planning timelines, protocols, and tools. Proactive, timely planning ensures that training and equipment will be in place well before the departure date. The adult leader for each individual outing works with the assigned youth leader, allowing the youth to take on as much of the research and planning as he is capable of leading. The youth planner, in turn, works with the SPL and the PLC to ensure that troop meetings incorporate the appropriate planning activities as the outing approaches.

Weekend Campouts

A major activity in Troop 202 is preparing for and going on the weekend campouts. Several of the monthly outings are already established on the calendar at the start of the planning year. They

include a Del-Mi district Winter Camporee in January, a Spring Camporee in April, and a Fall Camporee in October. The New Scout Campout is a shakedown at St. Elizabeth Ann Seton Church to teach basic camping skills to the new Scouts joining the troop and check that they have the gear they will need for upcoming campouts further from home. In June, the troop attends a week-long summer camp at Ransburg Scout Reservation near Bloomington, Indiana. Campouts are held in all kinds of weather – rain, snow, blazing heat, and sub-zero temperatures – for which the Scouts must be prepared. With proper education and planning, they will learn how to camp safely and comfortably in all conditions.

The monthly camping trips usually begin on Friday evening and end on Sunday morning. Each patrol determines the menu and cost of food for the patrol for the weekend. See the *Boy Scout Handbook* for more information about camp cooking. The Troop Committee has endorsed a food budget for outings, which includes \$2 for each meal and \$1 for each cracker barrel (evening snack). For a typical weekend, this will total \$10 per person.

One Scout per patrol will be designated Grubmaster for the outing, and is responsible for menu planning, food shopping, food transportation and storage, and budget management for his patrol. He must also review with the patrol and troop Quartermaster what cooking equipment will be needed. An adult leader is available as a resource to help Grubmasters plan healthy meals that will be simple enough for new Scouts or challenging enough for older Scouts. After the outing, the Scout must submit his receipts for reimbursement. If he exceeds the budget of \$10 per person, he must cover the remaining cost himself. This is not intended to be punitive, but rather an opportunity for the Scouts to learn to work within a budget. In the event food cost is less than the budgeted amount, participants still pay the budgeted amount, and any surplus collected is put aside to help offset the cost of the Wednesday night family dinner at summer camp. (Adult patrols may manage menus and costs differently.)

Patrol chuck boxes are supplied by the troop. Cooking pans, utensils, and some supplies are in the chuck box. However, each individual Scout and Scouter should bring his/her own mess kit for meals. Prior to each outing, the Patrol Quartermaster and Grubmaster should work with the Troop Quartermaster to make sure the chuck boxes are well stocked and ready for use. Following each outing, the chuck boxes are taken home by someone in the patrol to clean and restock. Only non-perishable items should be stored in the chuck box.

There may be other fees associated with an outing, such as campsite rental, park or attraction entrance, firewood, and other supplies. The estimated cost of an outing is shared when sign-up for the outing opens. A Scout who maintains funds in his "Scout Account" can ask the Troop Treasurer to cover his outing cost from there. This eliminates the need for bringing cash or writing frequent checks for small amounts. When you sign your son up online for a monthly outing, you may designate whether you will pay for the outing from his Scout Account, or by check or cash. In any event, the payment is due before the outing, and the funds will be routed through his Scout Account so that you have a historical record of his expenses in the troop.

When you sign your son up online for an outing, you must complete the permission and liability release form by providing an electronic signature. This is done by entering your name and the unique PIN your Scout has been assigned. The Special Considerations section of the sign-up form must include any medications the Scout will take while on the outing, any acute or chronic health conditions that could become an issue during the outing, and current contact information for the parents or designated emergency contacts during the outing. Advance planning and commitment is needed, and it is not acceptable to wait until the time of departure to turn in a permission form for an outing. Once a Scout's participation in the event is confirmed, he is responsible to pay his portion of the outing expenses even

if he later cancels out. Signing up online for an outing is an adult task, not a youth activity. This is because you are providing a legal permission form and liability release as part of your registration.

Any adult who plans to camp with the troop must either be registered with BSA or must be an immediate family member of a Scout who is on the outing (or both). In addition, each adult must have completed BSA Youth Protection training (an online course available at www.myscouting.org) and Diocese Protocol training (a one-hour classroom session provided by our chartered organization). The BSA Youth Protection training must be renewed after two years, and Diocese Protocol training must be renewed every five years. Even if the adult has been previously trained, the training must be current through the last day of the outing for the adult to be an eligible camper.

Any adult who plans to drive for an outing must meet the same requirements as an adult camper (whether they are planning to stay and camp or not), and must also provide the following driver/vehicle information to the troop outings coordinator for inclusion in our tour plan: first/middle/last name, date of birth, driver license number (and state if not Indiana), auto year/make/model, number of seatbelts (including the driver's seat), liability insurance coverage per person, liability insurance coverage per accident, and property damage insurance coverage. All drivers must complete the training course "Transporting Scouts Safely" and sign the Driver's Pledge (found at the end of the training module).

Every participant in an overnight outing – youth or adult – must have a current health form on file with the troop. Parts A and B of the form must be completed for ALL participants, and for ALL overnight outings. Part C must be completed for any troop outing lasting more than 72 hours, and for any overnight stay (even one night) at summer camp. The Part C form must be dated by the individual's physician not earlier than one year before the last day of the outing, and must be updated more frequently if health conditions or medications change.

All Scouts and adults participating in an outing meet near the Troop trailer in the parking lot at St. Elizabeth Ann Seton (or, by exception, at another announced rally point) for instructions, headcount, gear distribution or collection, and driving directions. Regular Class A uniforms are worn by Scouts and registered adults when traveling to and from an outing. Scouts are not assigned to cars by the troop. Instead, volunteer drivers indicate how many seats remain available in each car, and Scouts are asked to choose a driver. Scouts must be courteous and orderly at all times while en route to outings. Eating and drinking in vehicles is allowed only after asking and receiving permission from the driver. Upon arrival, Scouts must remove any personal items and garbage from the vehicle and dispose of it properly. If Scouts soil a vehicle, inside or out, they will clean it upon return to St. Elizabeth Ann Seton. At the end of the outing, all vehicles -- all Scouts and adults -- are expected to return to the St. Elizabeth Ann Seton rally point once again for debrief and gear distribution. No Scout leaves the church until everything is put away, trash is disposed of, and any leftover food is properly stored.

Cars may not 'caravan' to an outing. As defined by BSA, caravanning is following the vehicle in front of you as the only means of knowing how to get to the destination. Instead, each driver should have a map, written directions, or GPS navigation. The outings planner will collect and share cell phone numbers among drivers for use in case of emergency or breakdown en route. Each driver should be paired with a buddy driver who will make the same fuel stops or rest stops. BSA tour plan guidelines are followed in determining if the driving distance warrants an overnight stop.

Scouts are not to bring electronic equipment on troop outings. In the event of an emergency requiring cell phone contact with parents, the adults accompanying the boys will have a cell phone available.

Scouts may not bring or use chairs on a troop campout, unless they have reached Eagle rank. At some campsites, lack of space for chairs around the campfire is a practical matter, but this is also a 'perk' reserved for Eagle Scouts and adults. Each Scout may bring a small ground cloth for sitting if desired.

While on outings, Scouts sleep with other Scouts in tents supplied by the troop or by the camp. Adults may bring personal tents, share with other adults, or use any leftover troop tents.

Upon return from any campout, equipment that was used during the outing will be distributed among the Scouts who participated so that they can clean, inspect, and pack it for the next use. Typically, one tent partner will take the tent home and the other will take the tarp to be cleaned, dried, and refolded. One patrol member will take the chuck box. If other items such as coolers, stoves, and Dutch ovens were used, they will be distributed as well. Each Scout should expect to take AT LEAST one item home for cleaning. At the troop meeting that follows, the Quartermaster may require that Scouts set up tents or open and repack other equipment so that it can be thoroughly inspected. The troop has a large investment in equipment that helps keep gear expense for each individual new Scout to a minimum. Scouts must learn that the life and usability of the troop equipment (as well as their own personal equipment) depends on how well they maintain it.

The troop provides tents and group cooking equipment, but each Scout is expected to bring his personal camping gear, clothing and outerwear suitable to the weather conditions, a personal mess kit, and a durable hydration system (i.e., not a disposable water bottle). Pocket knives must fold, may not exceed the length of the Scout's hand when fully open, and must be accompanied by a valid Totin' Chip card. Each online sign-up form for an outing references the packing list that is most applicable for that outing. These packing lists are found on the troop website. Packing lists found in the *Boy Scout Handbook* or summarized later in this document can also be useful references.

Scouts are highly discouraged from bringing their own food or snacks for campouts unless (1) there is a special medical or religious dietary need, or (2) a Scout is participating in a special cooking demonstration and has made appropriate arrangements for safe food storage until use. Food may not be stored in tents at any time. At summer camp, all meals are provided, but snacks may be brought as long as they are stored securely at night in the troop trailer.

It is optional to bring a small amount of spending money, but large amounts of cash should never be carried. For summer camp where funds may be needed to pay class fees or cover Trading Post purchases, Scouts are encouraged to fund a cash card which can be replaced if lost.

Summer Camp

Each year, Troop 202 attends summer camp. The week-long camp provides an opportunity to meet Scouts from other units, earn merit badges, and fine tune Scoutcraft skills. Though summer camp is not required, it is a highlight of the year and is considered an essential ingredient for any Scout who aspires to achieve the goals of Scouting. The cost of summer camp for a Scout is approximately \$250, including lodging, meals, and class materials. Scouts may earn money through seasonal fundraisers to cover these costs. An annual Del-Mi district event, the Firestone Competition in early May, is an opportunity for Scouts with competent Scoutcraft skills to earn free summer camp. For Scouts with financial need, a worksip program is also available. The program requires the Scout to complete a manageable service project under supervision of an adult in the troop. There is no stigma attached to utilizing this program, and other Scouts and adults are not informed of participants. Scouts who wish to pursue this option should contact the Troop Committee Chairperson or the Scoutmaster.

Eligible adults (see camper/driver requirements discussed earlier) may attend summer camp with the troop. If an adult camps for the entire week as one of the required number of adults (1 adult per 8 Scouts), he/she is considered to be “on staff” with Troop 202 and the troop will cover the cost of the week of adult camping and meals. Adults who elect to visit or camp during part of the week will be asked to cover the cost of their meals (about \$7 per meal). Adults in camp are expected to be role models of Scout-like behavior, providing cheerful service when called upon or by personal initiative. Adults who are new to summer camp should ask or observe expectations to ensure they are ‘in sync’ with how a boy-run troop operates at camp. In addition to outstanding programs for youth, Ransburg Scout Reservation also offers a number of instructional programs and recreational activities for the adult campers. A week at summer camp is an excellent opportunity to complete most, if not all, of the training required of adults in registered troop positions.

Non-Troop Events

Several times per year, announcements will be made about upcoming activities for the Order of the Arrow and Firecrafter organizations. These are not Troop 202 outings, and sign-up is not done through the troop. Rather, Scouts sign up individually and arrange carpools if desired. Some of these activities are reserved for members of the respective organizations, and others are open to any registered Scout or adult. Scouts who are unfamiliar with the events can contact the troop’s youth OA Rep or Firecrafter Rep for more information.

VI – Advancement

Advancement is a key element of the Scouting experience. Unlike Cub Scouts where a boy advances in rank each year because he has moved to a new grade in school, a Boy Scout may spend as little or as much time in each rank as required to complete the requirements of that rank. From the time he joins Boy Scouts at age 11 (or younger if he has completed 4th grade and earned the Arrow of Light award) to the day before his 18th birthday, he may continue to work on Boy Scout youth advancements including ranks, merit badges, and special awards.

There are four steps in advancement:

- 1 The Boy Scout learns.
- 2 The Boy Scout is tested.
- 3 The Boy Scout is reviewed.
- 4 The Boy Scout is recognized.

Rank Advancement

Detailed requirements for rank advancement are found in the *Boy Scout Handbook*. Each Scout is required to obtain a *Boy Scout Handbook* as soon as possible after joining the troop. Some requirements may be completed in troop meetings, some at campouts, and some must be done independently. All advancements in Boy Scouts are earned. Besides completing the requirements in the book, a Scout is expected to demonstrate leadership and Scout spirit. Scout spirit is active, positive participation in Scout activities, including regularly scheduled meetings and campouts. In addition, a Scoutmaster conference and board of review are required for advancement in rank. The joining rank, Scout, does not require a board of review.

When a Scout believes he has completed the requirements for a rank (except the items the Scoutmaster will sign off in the conference – demonstrating Scout spirit by living the Scout Oath, Law, Motto, etc., successfully completing the duties of a leadership position, and completing the Scoutmaster conference), he should approach the Scoutmaster to request a Scoutmaster conference. A report

documenting his time in rank, reported service hours, leadership positions held, and merit badges earned will be printed so that it is available for the Scoutmaster conference. The Scout must also be in good standing with the troop before reporting for a Scoutmaster conference or board of review. He must (1) wear his regular Class A uniform with proper and up-to-date insignia, (2) have all troop gear and library materials returned on time and in good condition, (3) have an up-to-date Code of Conduct and health form on file with the troop, and (4) confirm with the Troop Treasurer that he has no debts outstanding. (In the event of special situations of financial need, the Treasurer will work with the family to resolve financial issues.)

In the Scoutmaster conference, a Scout will be asked to demonstrate that he has learned the skills needed to complete the current rank. He will also have an opportunity to raise any concerns or issues he is experiencing in the troop, in his patrol, or in other activities in which he is involved. It is hoped that this periodic meeting will also make the Scout more comfortable approaching the Scoutmaster if he needs to talk about other issues or challenges.

In a board of review, a Scout will meet with a panel of three adults affiliated with the troop. They will conduct a brief interview to validate whether the requirements of the rank have been met and the Scout is ready to advance. The board members do not retest the Scout on the same requirements he just demonstrated for the Scoutmaster. Instead, they will focus on his character, leadership, participation, and readiness to tackle the responsibilities that come after earning that rank. Following a successful board of review, the Scout will be recognized at the earliest opportunity by acknowledgement of his new rank and award of his new rank patch. Occasionally, the adult board may feel the Scout can benefit from additional time at his current rank. The board will consult with the Scoutmaster and pursue the best course of advice and action with the Scout to continue his growth and development. This is never seen as a failure, but as an opportunity to help a young man achieve his full potential in the Scouting program.

All requirements for a rank are tracked in the *Boy Scout Handbook*. (For the rank of Scout, the record-keeping page will be found near the front of the *Handbook*, while the checklists for all other ranks will be kept in the back of the *Handbook*.) The *Boy Scout Handbook* is the official record of advancement progress and, therefore, should be kept in good condition. Each Scout should have his *Handbook* at all troop meetings and functions. Advancement requirements for ranks through First Class may be approved and “signed off” by any Troop 202 Scout whose rank is Star or above, or by a registered adult OTHER THAN the Scout’s parent/guardian or family member. Adults are encouraged to send young Scouts first to older Scouts to obtain sign-off, since this is also an opportunity for meeting and learning from other boys in the troop. The requirements for Tenderfoot, Second Class, and First Class may be worked on simultaneously, but the ranks must be earned in order. It is not necessary for the Scout to obtain sign-offs prior to the Scoutmaster conference for the requirements of Star, Life, and Eagle ranks. Items for these ranks are recorded in the Troopmaster recordkeeping system, and will be reviewed based on the Scout’s service and leadership history, and the Scoutmaster’s assessment of his participation and effort.

A Scout must report service he completes outside the troop to the Advancement Chairperson or Activities secretary so that it can be documented in Troopmaster before he requests a Scoutmaster conference. A form is available on the troop website for documenting the service and obtaining a signature from an adult representative of the organization served. Alternatively, a Scout may complete an online report of the service performed, and provide contact information for the adult representative served. If the service is not documented, the advancement report may note that the Scout is ineligible for the rank being sought.

To recap, the steps in advancing rank are:

1. Complete the skills and requirements outlined in the *Boy Scout Handbook*, and have them signed off in the *Boy Scout Handbook* by a registered adult or by a Scout who is Star rank or higher. (As noted above, the requirements to demonstrate Scout Spirit, serve in a leadership position, and complete the Scoutmaster conference will be signed off by the Scoutmaster during the conference.)
2. Participate actively and positively in troop activities to show Scout Spirit.
3. Document service hours completed by submitting them to the Advancements Chairperson or the Activities secretary on the provided form or online.
4. Request a conference from the Scoutmaster. Inform him that you are ready to be placed in the queue for a conference. The Scoutmaster (or, if he is unavailable, the Advancements Chairperson) will advise you as to the expected timing of the conference.
5. Participate in a Scoutmaster conference. Wear a regular Class A uniform for the Scoutmaster conference. (Under special circumstances, e.g., at summer camp or on outings, the Scoutmaster may elect to waive the Troopmaster paperwork and Class A uniform requirements, and otherwise document the conference.)
6. After successfully completing a Scoutmaster conference, schedule a board of review with the Committee Chair or designee.
7. Wear a regular Class A uniform to the board of review. The board is comprised of troop adults. The purpose of the board of review is not to re-test skills, but to make sure the boy has met all the requirements and growth objectives of the current rank and is prepared to begin work on the next rank.
8. The requirements that must be met in earning each rank are those in effect on the date of the Scout's board of review. The Advancements Chairperson will make every effort to notify Scouts in a timely manner when BSA requirements for a rank change.
9. Special requirements apply to Eagle boards of review. The Eagle candidate will be made aware of these requirements during his tenure as a Life Scout.

Rank patches are awarded to the Scout at the earliest possible troop meeting following his successful board of review. Several times per year, a Troop 202 court of honor is convened. This is a formal evening meeting in lieu of a troop meeting. The dress Class A uniform is worn by both Scouts and Scouters (adults). At this ceremony, rank cards and merit badge cards are presented for all advancements earned since the last Troop 202 court of honor. These cards should be put in a safe place. They are difficult to replace if lost, and are required when applying for the Scout's Eagle rank. The Arrow of Light is the first Boy Scout honor earned, and the card acknowledging it should be kept with the other Boy Scout advancement cards that follow.

Advancements earned within two weeks of a Troop 202 Court of Honor will typically not be acknowledged until the next court of honor.

Life to Eagle Advancement

The advancement trail from Life rank to Eagle is quite different from all the preceding ranks. A Troop 202 committee of adult Eagle Scouts is available to support and advise the Life Scout, and may from time to time schedule a meeting with Life and Eagle Scouts to discuss the requirements and obligations of the rank. Twelve steps from Life to Eagle are outlined in a document prepared by the Del-Mi District Eagle Chairman. This document can be found among the Life to Eagle resources on the Troop 202 website.

A Scout should not hurry to complete the requirements for Eagle rank simply because he has reached Life rank. The leadership and maturity expected from an Eagle Scout candidate to be a role model in the troop, plan and manage his own service leadership project, and sit for his board of review

is much greater than what is expected of Scouts who are younger or pursuing lower ranks. The most important growth and learning is in the process rather than in reaching the finish line. Parents must step back well before this point and allow Scouts to take initiative, make mistakes, mature, and grow. An immature or timid Scout with low self-confidence and lack of personal ownership in his path to Eagle will not be received well in his Eagle board of review.

When a candidate has completed the leadership, service, and merit badge requirements and is ready to apply for the rank, he must request a review of his Scouting history and earlier advancements by the troop Advancements Chairperson, complete a current Eagle Scout application form, send an Eagle candidate reference form to each of the references listed on his application (with an envelope pre-addressed for submitting directly to the Crossroads of America council), and prepare an Eagle candidate notebook. His Eagle notebook will include the application, the Eagle candidate leadership service project workbook with all required signatures and documentation, advancement history documentation, and any other records of accomplishment pertinent to his Scouting journey.

With his completed Eagle candidate notebook in hand, the Scout may request a Scoutmaster conference. Once he has successfully concluded the Scoutmaster conference, he will submit his candidate notebook to the Crossroads of America Eagle Processor at the council office, and will be notified by the Del-Mi district Eagle Chairman when his board of review will convene. He will be introduced at his board of review by the Scoutmaster or another Troop 202 leader, but no Troop 202 members may serve on his board.

Eagle Scout Courts of Honor

When a Scout earns the rank of Eagle, a special court of honor is convened to formally award the rank. This event is the culmination of years of work for the Eagle candidate, and – despite having common required elements – each ceremony is uniquely designed by the candidate. EVERY Scout and all available parents are expected to attend Eagle courts of honor. Attendance is a tangible, physical acknowledgement of the Eagle Scout's accomplishment, and a number of the attending Scouts are asked to take part in the ceremony by presenting portions of the script. Eagle courts of honor serve as powerful motivation for younger Scouts who aspire to the Eagle rank. No Scout is too young to attend – Tiger Cubs included. Many hours of preparation go into an Eagle court of honor, so please do your best to attend each one.

Merit Badges

Merit badges are required for Scouts to advance to Star, Life, and Eagle ranks. When a Scout has chosen a merit badge to pursue, he is encouraged to find one or more other Scouts to work on it with him. The Scouts should then obtain a blue merit badge card from the Scoutmaster. Either the Scoutmaster or an adult in the troop who coordinates Merit Badge Counselors will provide the name of a counselor with whom the boy may work to complete the badge. The Scout then contacts the counselor to arrange meetings and complete the work. When meeting with a Merit Badge Counselor, the principals of safe Scouting apply: buddy system and two-deep adult leadership. If a merit badge pamphlet is needed for completion of the badge, the Scout may check with the troop Librarian and arrange to borrow the pamphlet if a copy is available in the troop library. Borrowed pamphlets should be returned as soon as possible so that they are available for others to use. The official source of current requirements for merit badges is the Boy Scouts of America website, www.scouting.org. Some unofficial resources and worksheets prepared by volunteers are available on other websites, but they are not used or endorsed by all counselors. Talk to your own merit badge counselor to understand how he/she would like for you to demonstrate completion of the requirements.

A boy should not assume that a merit badge counselor will be available during a regularly scheduled troop meeting. Many of the adults who are merit badge counselors are also very active in other areas of the Troop Committee, and may be busy during troop meetings. When this is the case, it is up to the Scout to request a meeting at another mutually acceptable time, and to make sure he takes a buddy with him and/or arranges the meeting at a suitable public location.

Upon completion of the badge, the Scout obtains the counselor's final signature, and then returns to the Scoutmaster for his signature acknowledging completion. The complete merit badge card is turned in to the Advancements Chairperson for processing and award of the badge.

Adults are encouraged to become merit badge counselors for badges related to their academic, professional, or hobby interests. The merit badge counselor position is a district role rather than a troop position, but adults may indicate whether they are willing to work with Scouts throughout the district, or only those within their own troop. Counselors must complete BSA Youth Protection training and our chartered organization's Diocese Protocol training, complete an adult BSA application, submit a merit badge selection form that indicates which badges they are qualified to teach, and complete Merit Badge Counselor Orientation.

New Scouts are encouraged to focus their early attention on rank advancement rather than earning merit badges. Exceptions to this are participation in district and council merit badge classes such as Merit Badge University, summer camp (Ransburg Scout Reservation), and summer day camps (Dan Beard Camp and Baden Powell Camp).

A Scout may work on more than one merit badge at a time, but the Scoutmaster will discourage him from having too many badges in progress at once. There is no time limit for completing a merit badge. However, the requirements do change from time to time. The requirements applicable for a specific Scout are those that apply when he starts work on the badge (when his "blue card" is signed giving permission to begin work). Note that this is different from the rule for rank advancement, where the requirements that apply are those in effect when his board of review is held.

As a Scout advances in rank, earning merit badges will be required for further advancement. To achieve the Eagle Scout rank, a Scout must earn the following badges, plus nine additional badges of his choice. Eagle-required merit badges: Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Cycling or Hiking or Swimming, Emergency Preparedness or Lifesaving, Environmental Science, Family Life, First Aid, Personal Fitness, and Personal Management. Beginning in 2014, Cooking will be added as an Eagle-required merit badge, and the Sustainability merit badge may be earned as an alternative to Environmental Science. Some of the badges involve application of more in-depth life skills, and are best left to work on when the Scout is older and can get full benefit from them.

Finally, it should be understood that, while the troop provides many opportunities for merit badge work and rank advancement, it is the responsibility of the Scout to pursue these goals. Unlike the Cub Scout program where adult leaders prepare and lead meetings to work on activity pins, belt loops, and ranks, the Boy Scout program requires initiative and goal-setting by the Scout. You will find youth and adult leaders in the troop who are available and willing to answer questions and help, but the requirements for rank advancement, merit badges, and other goals will not be "spoon fed" to the boys. This is all part of the growth and development that is provided by the Scouting program at a pace that is most fitting to each individual Scout. The confidence and initiative learned by the Scout -- from choosing a merit badge, setting a goal, finding a counselor, scheduling meetings to review his work -- are as important as the content of the badge or rank requirement.

VII – Adult Association

Boys learn from the examples set by their adult leaders. There is a general “chain of command” in the troop:

- Troop Committee
- Scoutmaster
- Assistant Scoutmasters
- Senior Patrol Leader
- Assistant Senior Patrol Leader(s)
- Patrol Leaders
- Assistant Patrol Leaders

The Troop Committee is charged with overseeing the administration of the troop. Responsibilities include budgeting, renewing the charter annually, fundraising, establishing troop policy, approving the troop activities calendar, and securing adult volunteers to support troop activities. The Troop Committee meets at 7:15 PM on the third Monday of each month, unless rescheduling is necessary due to a conflict. Once a boy joins the troop, his parent is encouraged to attend Troop Committee meetings. Attendance at Troop Committee meetings is a great way to meet other adults and learn about how the troop functions. This is an adult-only meeting. The Senior Patrol Leader attends briefly to provide a report of recent and upcoming events, and to ask for any advice or resources his leadership team needs from the Troop Committee.

VIII – Personal Growth

Attendance

Regular attendance at troop meetings and activities is expected from a Scout in order for the troop to function properly. Reasonable excuses for absence from meetings include illness, family vacation, emergency, excessive homework, and major tests. However, if a Scout holds a leadership position in the troop and is unable to attend a particular meeting or function, he is expected to notify the Senior Patrol Leader in advance. This will allow the Senior Patrol Leader to make alternate arrangements to cover the responsibilities. If a Scout is involved in a sport season or other activity that will result in lower attendance for a period of time, he should advise the Scoutmaster, Patrol Leader, and Senior Patrol Leader of his plans and when he expects to return to more regular participation.

Service

Several times per year, the troop is approached by St. Elizabeth Ann Seton Church or other organizations in the community to assist in fundraising or service activities. Examples include Lenten fish fry dinners, SetonFest carnival, Thanksgiving food baskets, Interfaith Hospitality Network, and dinner service at Wheeler Mission. Scouts are expected to help when these projects are scheduled. From time to time, other Troop 202 service projects will be organized as well.

A Scout who participates in a troop-wide service project, such as those listed above, does not need to submit a report of his service. The adult or youth leading the activity will report for the group. However, if a Scout completes service on his own or with this patrol at another location, he needs to report it in order to use it toward completing requirements for a rank or merit badge. He can report the service via either a paper form or an electronic form. Links to both can be found on the Service page of the troop website.

Eagle Scout Leadership Service Projects

An Eagle Scout candidate must complete a leadership service project as one of the requirements of the rank. The candidate's primary role is to plan and manage the project. To execute the work, he needs to solicit help from other Scouts in the troop. These work sessions will be announced by the candidate as he makes his project plans, and every effort should be made by all Scouts in the troop to participate in as many work sessions as possible. There will be many different types of projects during the Scout's career, and many new skills can be learned. When and if the Scout reaches the point where he is ready to lead his own service project, he will draw on this experience and recruit others in the troop to help with his project. If he has been supportive of others in the past, his peers are more likely to support him. If transportation to the work site is required, adults must do the driving. Parents are asked to volunteer when these opportunities for service arise. Reporting service hours worked on an Eagle project is the responsibility of the Eagle candidate, not each individual Scout.

Communications

Personal communications at troop meetings and outings are generally most effective. However, from time to time it is necessary to communicate via email, phone, or other means. The following procedures apply to communications within Troop 202.

- No troop-wide directory of email and phone contacts is published. Youth and adult leaders have access to the contact information needed to complete their assigned tasks when information of a personal or sensitive nature must be conveyed. Use of the established group communication systems (email distribution lists) are recommended for routine troop business to promote and reinforce the Patrol Method.
- Email distribution lists have been established for the following groups.
 - the entire troop
 - the Patrol Leader Council (PLC)
 - youth leadership team (PLC plus other youth leaders)
 - each patrol
 - new families (those who have joined the troop in the current crossover year)
 - Eagle Scouts
 - Life-to-Eagle candidates
 - Order of the Arrow members
 - Firecrafter members
 - High adventure crews (Philmont, Sea Base, Northern Tier, West Point, Appalachian Trail, etc.)
 - Troop 202 Color Guard
 - Troop 202 Merit Badge Counselors
 - Troop 202 Assistant Scoutmasters, Committee Members, and ScoutParents(The actual email addresses for the groups are not shared here for security reasons, but a list may be obtained at a troop meeting from the Troop Committee Chair or ScoutParent Coordinator.)
- When sending an email, the sender should use the appropriate list with the narrowest audience necessary to convey information to the affected parties. Sending large numbers of impertinent emails results in overload and could cause important information to be overlooked.
- Only Troop 202 business may be conducted via the troop email distribution lists.
 - No recruiting for non-Scouting activities.
 - No advertising or sales of any kind.

- Frequently, service opportunities arise where a Scout or parent would like to recruit help from other Scouts. If the event is a troop-wide one such as fish fry dinners, SetonFest, Wheeler Mission, a Troop 202 Eagle candidate project, or another event on the Troop 202 calendar, the troop-wide email distribution list may be used to convey information. For other service projects, including requests to help Cub Packs or other Troops, any or all of the following procedures apply:
 - A Scout may champion the event by sharing information in an announcement at a troop meeting. He should approach the SPL for permission to share brief details of the event.
 - The Scout may send an email to the Troop 202 PLC. Individual Patrol Leaders will determine whether to pass the information on to Scouts in their patrol via the patrol's email distribution list.
 - The Scout may send an email to his own patrol via the patrol's email distribution list, and urge participation as a patrol service project, perhaps in partial completion of requirements for the National Honor Patrol award.
 - The Scout may send details of the event to the Troop 202 adult webmaster, requesting that the opportunity be added to the Service page of the website. The listing should be accompanied with a link or electronic form to facilitate sign-up.

Miscellaneous

Fundraising

Troop 202 participates in one primary fundraiser during the year to fund troop activities, purchase needed equipment, and keep individual participation costs manageable. This is the Trails' End popcorn sale. Each Scout is expected to sell at least \$200 worth of popcorn products. A Scout may sell door-to-door, at troop-wide sales venues (work slots first come, first served), online, and to friends and family. In the event he is unable to participate, a Scout must pay a \$80 fundraising "opt out" surcharge at the time of fall re-charter for the coming Scout year. Note that opt-out fees are split between the troop and the council, to help fund gear as well as council-wide activities and programs.

The split of profits between the Scout and the troop is determined by the Troop Committee prior to each fundraiser. More lucrative profit splits are typically available to Scouts who sell more.

Other fundraisers may be offered from time to time as opportunities arise and troop programs warrant. Scouts are encouraged to participate in these fundraisers as well, to fund their year of Scouting activities. Parent participation is also required to support the Scouts' efforts and make the fundraisers successful. Any new fundraising activity proposed by a patrol or individual Scout (including for Eagle projects) must be approved by the Crossroads of America council.

Scout Account

When a boy joins Troop 202, a Scout Account is automatically created for him. Profit from fundraising activities is split between the troop general fund and the Scouts themselves. The Scout's portion of the profit is determined by his participation level, and is placed in his individual account. A report of a boy's account balance is available from the troop Treasurer. Funds from the account may be used to finance the boy's Scouting activities – food and expenses for outings, payment for summer camp, purchase of Class B t-shirts, etc. When a Scout reaches 18 or leaves the troop, any remaining funds derived from troop fundraising will revert back to the troop general fund.

Payment for all outings and activities is due before the activity occurs. If a Scout signs up to participate in an outing, his parent should indicate on his registration whether payment will be drawn from existing funds in his Scout Account, or paid by cash or check. When payment is made by cash or

check, the funds are first deposited in his Scout Account, and then immediately drawn out to pay for the activity. This is done so that a parent can obtain a record of his Scouting expenses at a later time if needed.

Negative Scout Account balances are not allowed. A Scout is responsible for making sure his account is current before he requests any advancement step, and at the time of each troop re-chartering. In the case of financial hardship, please discuss with the Scoutmaster or Troop Committee Chair to learn about available scholarships and workerships.

When a boy serves as Grubmaster for a troop outing, his receipts should be submitted as quickly as possible to allow reimbursement and so that our troop Treasurer can close the documentation on that event. A form is available on the troop website for submitting a reimbursement request. Unless a boy specifically requests cash reimbursement, funds will typically be transferred from the Scout Accounts of each of the participating Scouts to the account of the Grubmaster.

Joining Fee

An initial fee of \$55 is required for a Scout to join Troop 202. (The fee is pro-rated for Webelos crossing over who have already paid a registration fee for the current calendar year.) This fee includes his registration, Boys' Life magazine subscription, insurance, advancements, troop equipment purchases, and miscellaneous expenses for materials supplied by the troop for meeting programs and activities. Adults are not charged a fee for registering with the troop. However, training is required for all registered adult positions and the troop is charged a fee by the council, so adults may register only once they are trained for the position of interest and plan to participate and serve the troop on a regular basis. A parent who is interested in registering for a position should start by contacting the Troop Committee Chairperson or troop Training Coordinator to understand the requirements. It is not necessary for an adult to hold a registered role in order to help with troop activities or attend outings.

Re-Chartering

Each year, the troop must re-charter with BSA. Each youth member of the troop is charged a \$55 re-chartering fee, which may be paid from the Scout Account. A second youth in the same family is charged \$35 if he does not order a second Boys' Life magazine subscription. Adults are also re-chartered, but are not charged a re-chartering fee by the troop.

Permission Slip

A permission slip is required for participation in any troop outing, regardless of whether a parent will accompany the Scout on the outing. The permission slip must include current contact and emergency information, and must be signed by the parent or adult guardian. When registration for an outing is done online, the permission slip is part of the online form. A parent must complete the registration form and provide an electronic signature, which includes the parent's typed name and the 4-digit PIN assigned to the specific Scout. The permission slip (1) notifies the adult in charge that the Scout has permission to attend the event, (2) provides emergency information such as phone numbers and allergies, (3) grants a release of liability for leaders of the troop and the outing, and (4) includes details of departure date, return date, rally point, and estimated cost.

Medical Procedures

Every participant in an overnight outing – youth or adult – must have a current health form on file with the troop. Parts A and B of the form must be completed for ALL participants, and for ALL overnight outings. Part C must be completed for any troop outing lasting more than 72 hours, and for any overnight stay (even one night) at summer camp. The Part C form must be dated by the individual's

physician not earlier than one year before the last day of the outing, and must be updated more frequently if health conditions or medications change.

Prescription medications and over-the-counter medications to be taken by a Scout while at an outing must be turned in to the adult in charge upon arrival at the rally point for departure. A schedule will be made of medications to be dispensed, and the medications will be stored for safekeeping. Except at summer camp, an adult attending the outing may keep prescription medications for administration to his/her son. At summer camp, each camper (youth and adult) will go through a medical check-in process, and youth medications will be kept in a locked box in the troop campsite and administered on the prescribed schedule by a designated adult. While adults assist with administration of medications, it remains the responsibility of each Scout to know that he has medications to take and to report for them at the prescribed time.

How Can Parents Help?

Although the Boy Scout program is boy-run, there are a number of ways for adults to help. Some things adults can do to help ensure an excellent program and experience are:

- Encourage your son to participate actively, attend meetings, and go on outings. These are places where he can learn new skills. A boy cannot advance unless he participates.
- Encourage your son to approach older Scouts in the troop (Star rank and above) to get his rank requirements up to First Class “signed off” as he completes them, or as he has learned them and is ready to explain them. Avoid the temptation to make the request for him. This early interaction with older Scouts will connect him to a resource he can use over and over.
- Become an eligible adult camper by completing a couple of basic training courses (Youth Protection and Diocese Protocol training), and participate in outings.
- Become an eligible driver by completing a couple of training classes (the same ones required for adult campers) and submitting the driver, vehicle, and insurance information needed to complete our tour plan application. Also complete the ‘Transporting Scouts Safely’ training, and sign the Driver’s Pledge. Then sign up to help with transportation to outings.
- Help with fundraisers.
- If you have been an active Cub Scouter and are familiar with the boys in your son’s newly formed patrol, you may be asked to become a Patrol Mentor. This is not a registered position, but is an important role in the troop to aid the boys in their transition to Boy Scouts. The role could be fulfilled by an Assistant Scoutmaster, a Committee Member, or a ScoutParent. Within their first year, the Scouts will experience many new, sometimes intimidating skills and situations. Common sense is required to determine when there is value in letting the boys struggle with solving a problem because they are learning from it, and when a bit of coaching is necessary to reduce their frustration or encourage team work. In general, Patrol Mentors don’t interfere with the Patrol Method in order to make the process efficient; rather, they offer guidance and suggestions that will enhance the safety, learning, inclusion, and confidence of all the boys in the patrol. Because the Patrol Mentor has knowledge of the boys in the patrol, he/she should also assist in contacting parents of young Scouts who are not present and actively participating in the program, to determine what issues are preventing full participation. Note that an older Scout might also be assigned to the Patrol as a Troop Guide to offer suggestions and interpret instructions when preparing for or executing some tasks for the first few times.

- Serve on boards of review. You'll find an overview on the Troop 202 website of your role as a reviewer. As your son is learning, you can also learn by participating in a board for another boy. As your experience and confidence grows, you may be asked to serve on boards of review for higher ranks. Committee Members and ScoutParents (unregistered adults) may serve on boards of review.
- Become a Merit Badge Counselor. If you have a special skill acquired through education, vocation, or avocation/hobby, you may be qualified to teach boys about that skill. Registration as a counselor is required, and short training courses must be completed on *Youth Protection*, *Diocese Protocol* (the chartering organization's version of Youth Protection), and *Merit Badge Counselor Orientation*. Altogether, this training should require less than 2 hours of your time.
- Become a Committee Member. The Troop Committee is the forum for resolving issues that could otherwise become obstacles to the boys' success in the program. You do not need to be a registered member of the Troop Committee in order to attend. However, if you wish to register for the position, you must complete Youth Protection and Diocese Protocol training, as well as *Troop Committee Challenge* training. The position-specific *Troop Committee Challenge* course is available online at the national BSA e-Learning website. It will take less than an additional hour or so to complete.
- As you gain experience in the troop, if you anticipate being involved in troop meetings and campouts on a regular basis, consider becoming an Assistant Scoutmaster. In this role, you will do more coaching in Scoutcraft and interpersonal skills, and must complete a third tier of training that includes *Scoutmaster Specific Training* and *Boy Scout Introduction to Outdoor Leadership Skills*. Together, these courses will take about four full days. As with other registered roles, the training must be completed before you apply for the position. Candidates are also asked to meet with the Scoutmaster to understand expectations and how to help support the troop's successful programs.
- Volunteer to plan an outing. A yearly planning meeting is held in August. At that time, the schedule for the remainder of the year and the entire following year is confirmed. All Scouts and adults are urged to attend and input to the plan. Once the outings are defined, an adult planner and a youth planner are needed to complete detailed research, reservations, communications, and execution of each outing. While it is permissible to plan an outing with your own son, you may find it is better to work with a different Scout and allow your own son to plan an outing with a different adult. This sometimes reduces the temptation to take over and do all of the planning that could provide a great learning experience for a boy in the troop.

Additional Resources

- Most things in Scouting are best learned by experiencing them first hand, so there is no substitute for attending troop meetings and outings to learn both Scout skills and troop procedures.
 - Scouts and parents are urged to attend troop meetings held weekly at 7:15PM on Wednesdays.
 - Scouts should attend troop outings on a regular basis. Adults who have completed the requisite training to drive or camp with the troop are needed and welcome.
 - Parents are encouraged to attend the adults-only Troop Committee meetings held on the third Monday of each month at 7:15PM.
- The Troop 202 website contains a number of resources and a current calendar of troop activities. It can be found at www.troop202.us.

- Our troop guidelines and procedures are consistent with the Guide to Safe Scouting, Guide to Advancement, and other publications of the national Boy Scouts of America. Find current references at www.scouting.org.
- For uniforms, merit badge pamphlets, camping gear, and other Scout items, visit the Crossroads of America Scout Shop at 7125 Fall Creek Road North, Indianapolis, IN 46256.

APPENDIX A
GENERAL RULES FOR CAMPOUTS

1. No running in camp.
2. DO NOT enter someone else's tent or use someone else's personal gear without permission.
3. Always ask permission before entering another troop's campsite. Proper procedure is to stop at the edge of the campsite and ask, "Permission to enter?" They will respond, "Permission granted."
4. It is EVERYONE's responsibility to help others and teach skills.
5. No food of any kind is allowed in tents. You could end up with an unwanted guest – squirrel, skunk, raccoon, deer, bear – in your tent. Animals don't care if the tent zips. No food!
6. Label ALL personal items. Your label should be where it can be seen. Label books, hats, socks, eating utensils – everything! If you lose something and it is labeled, you have a much better chance of seeing it again.
7. Scouts are responsible for carrying and keeping track of ALL of their personal gear.
8. Permission must be given before leaving camp or any group activity. You must also have a buddy.
9. Food container clean-up procedure – see *Boy Scout Handbook*
 - a. Scrape food scraps into a slop bucket
 - b. Wash dishes in a hot water and detergent bucket
 - c. Rinse in a clean water bucket. Remove all soap residue.
 - d. Sterilize by rinsing in a bleach bucket (one capful of bleach per gallon of water).
 - e. Dry.
10. Never use soap on cast iron cookware (Dutch ovens and skillets). Clean cast iron cookware immediately after using it. Never leave it overnight with food in it.
11. Scouts wear proper footwear in and around camp. No bare feet, no sock feet, and no open-toed shoes are allowed!
12. No electronic devices are allowed in camp. This includes cell phones and video cameras. Any exceptions must be approved in advance by the Scoutmaster and/or leader in charge of the outing.
13. Each Scout must maintain good hygiene.
14. Tent assignments are made by the Patrol Leader. Scouts who are present for pre-planning may provide input to the tent assignments. Whenever practical, it is fine for Scouts who are friends to share a tent. However, a Scout is expected to be kind and courteous to his tent mate, whether he knows and likes him or not.
15. Hazing and bullying are not tolerated in Troop 202. Any incident of bullying, hazing, or inappropriate behavior among Scouts should be brought immediately to the attention of the Senior Patrol Leader. The SPL will work with the involved Scouts to seek resolution of the conflict, and will involve the Scoutmaster or another adult leader when needed to help coach or to administer discipline.
16. It is not the general practice to allow Scouts to call home from an outing. An exception to this rule would be warranted if there was a need for special medication, medical care, or other emergency situation. In this event, the Scout must come to an adult leader and use the leader's cell phone rather than bringing his own. (Our experience continually reinforces that a Scout who is homesick and calls his parents from his own cell phone will continue to be homesick, instead of engaging with other Scouts and adults in camp who can help him have fun and solve problems. If a parent must contact a Scout in camp, a call can be made to the adult leader at the contact number provided in the online sign-up form.)

17. Scouts are to use proper restroom facilities. If no restroom is available, they must use proper woods skills (cat holes or latrines). No urinating in or near camp or trees except when *Leave No Trace* procedures are learned and practiced.
18. Do not use aerosol insect spray or sunscreen in or near tents. The aerosol propellant removes the waterproof coating from the tent fabric. Creams or lotions are a recommended alternative. This applies to summer camp platform tents as well as nylon troop tents.
19. Never cut a rope without adult permission and supervision. Good quality rope is expensive and should not be cut into shorter lengths when smaller pieces are available.
20. Woods tools are used only in an appropriate axe yard, only by a trained Scout holding a valid Totin' Chip card, and only when adult supervision is available in the campsite. Scouts should not bring personal hatchets, axes, or saws to camp unless requested by an adult.
21. Maintain the troop's equipment in good condition. If you become aware of accidental damage to an item of troop equipment, promptly bring it to the attention of the Quartermaster. Equipment damaged through negligence or intentional misuse by a Scout or a group of Scouts will be repaired or replaced by those involved at their own expense.
22. We will ALWAYS leave campsites better than we found them. Leave no trace!
23. The campsite will be policed by Scouts as a group before we leave.
24. No flames are allowed in a tent, ever!

APPENDIX B
PERSONAL OUTDOOR EQUIPMENT

1. Scout Outdoor Essentials (e.g., for day hikes) – see the *Boy Scout Handbook*
 - a. Small pocket knife, if accompanied by a valid Totin' Chip card
 - b. Extra clothing appropriate for the season and the planned activities –remember the four Ws: Wick, Warmth, Wind, Water
 - c. Durable/refillable water bottle or hydration system (filled with water!)
 - d. Map and compass
 - e. Matches, if accompanied by a valid Firem'n Chit card
 - f. Flashlight or headlamp
 - g. Non-aerosol bug repellent
 - h. Whistle
 - i. *Boy Scout Handbook*, pen
2. Personal Overnight Camping Gear – all items above, plus:
 - a. Sleeping bag suitable for season and type of weather (in a stuff sack, not a trash bag)
 - b. Closed-cell foam or self-inflating sleeping pad (not egg crate foam that absorbs water)
 - c. Rain cover for backpack (plastic trash bag ok on weekend outings)
 - d. Personal eating gear – cup, plate, spoon/fork/spork
 - e. Toothbrush/toothpaste (disposable options may be convenient, but don't litter)
 - f. Extra shoes/socks
 - g. Religious materials if desired
 - h. Backpack, daypack, or duffel to hold all gear
(Hard cases or footlockers are allowed for summer camp, but are more difficult to pack in cars and carry at camp, so they are not used for weekend outings.)

APPENDIX C
RULES FOR HIKING

1. Stay with the group.
2. Walk on the left, facing traffic.
3. Walk single file, by patrol, Patrol Leader in front, Assistant Patrol Leader in the rear.
4. No darting into the road or crossing it except on signal after checking traffic.
5. At night, a white cloth is tied to each person's lower right leg.
6. Use reflective clothing and/or pack material when possible.
7. No hitchhiking.
8. Watch for personal hazards, and warn others.
9. Drink extra liquids, even in cold weather. Drink before you are thirsty, eat before you are hungry. If you don't need to urinate every two hours, you are not drinking enough. Dehydration is a very common problem when hiking.

APPENDIX D
FIRE AND FIREWOOD

1. NO FLAMES in or near tents.
2. There must be a fire bucket with water near tents and fire pits.
3. Do NOT play in fire. What goes in the fire stays in the fire.
4. ALWAYS extinguish campfires and flame sources before you go to sleep – dead out with water.
5. Camp fuels are handled only by adults or under adult supervision. This includes white gas, Coleman fuel, propane, and LPG.
6. NO horseplay around a fire.
7. If walking around a fire, step behind – not in front of – others who are seated or standing near the fire.
8. Never use vines in a campfire for any reason.
9. Never use green wood.
10. Never cut live wood.
11. Unless wood has been cut by camp rangers and left for your use, you should use dead wood that is on trees. Dead wood found on the ground is usually wet and buggy.
12. For tinder, use fine, dry grass, weed tops, bark, paper, or rope bird's nest.
13. For kindling, use 3" split logs.

APPENDIX E
KNIVES AND WOODS TOOLS

1. Knives are used only under adult supervision until the BSA Totin' Chip card is earned.
2. Only folding blade knives, no longer than the boy's hand when opened, are allowed.
A simple knife with one or two blades is much more practical than a multi-tool for a young Scout. As a Scout advances in age, rank, and adventure, he will develop preferences for the utility and weight of knife he likes to carry (although it must still adhere to the rules – folding, no longer than his hand).
3. In order to bring a knife to camp or use a knife on his own, a Scout must have earned his Totin' Chip card and have it in his possession. The page in his *Boy Scout Handbook* may substitute for his Totin' Chip card if it is properly completed and signed, and open for review in the area where he is working with his knife.
4. Breaking any Totin' Chip rule can result in temporary loss of the knife and/or the card. In the event of a minor infraction, a corner may be removed from the card. If multiple corners are lost, even for minor infractions, the card may be lost and must be re-earned. A more serious infraction may result in the card being taken immediately, regardless of past history. A surrendered card must be re-earned by participating once again in the Totin' Chip instruction and commitment.
5. Axes are to be used ONLY by an adult or by a Scout with a valid Totin' Chip card, and ONLY in an axe yard. In the event that the log to be cut with an axe is too large to move to the axe yard, an axe yard must be constructed around the log.
6. The preferred method of cutting wood is with a sharp saw.
7. Two Scouts may work together in the axe yard when a saw is used, but only one Scout is allowed in the axe yard to use a hatchet or axe.