



# Troop 109

## Program Guide



Battlefield District  
Greensboro, NC  
Guilford College United Methodist

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*All who have meditated on the art of governing mankind are convinced that the fate of empires depends on the education of youth.*

*--Aristotle*

## **INTRODUCTION**

Welcome to the Boy Scouts of America! By becoming a parent of a Boy Scout, you are setting your son out on the grand adventure of Scouting. This is a tremendously important and rewarding endeavor that you will be able to share with him.

What is it all about? What will you be expected to do? What does it cost? We have prepared this booklet to answer these questions.

The following pages describe the organization of our Troop and the advancement pattern that each boy will follow. Reading this will help you understand how your boy can progress through the ranks with your help. It will help you understand how you can help and what the various adult volunteers are doing to help the Troop.

## **WHAT IS IT ALL ABOUT?**

There are three aims to scouting:

- Aim I -- To build character
- Aim II -- To foster citizenship
- Aim III -- To develop fitness

These three aims are the bedrock of the American Scouting movement they represent the long term outcomes we want for every boy.

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people, and in other ways to prepare them to make ethical choices over their lifetime in achieving their full potential.

The values we strive to instill are based on those found in the Boy Scout Oath and Law.

<b>SCOUT LAW</b>	<b>SCOUT OATH</b>
<i>A Scout is:</i> Trustworthy Loyal Helpful Friendly Courteous Kind Obedient Cheerful Thrifty Brave Clean Reverent	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.

Since 1910, these principles have been taught in an atmosphere of recreation and fun which allows young people to develop self confidence, leadership and moral character. More and more men, trained as Scouts, are taking their places in today's world as responsible adult leaders. Men, who earned badges as Scouts, sit on the Supreme Court and in the chambers of Congress. Others hold important offices in our government, business and industry. Most of the members of congress were Scouts, as well as most of the astronauts who have walked on the moon. The long list of famous Scouts includes:

President John F. Kennedy	Boy Scout
President Gerald Ford	Eagle Scout
J. Willard Marriott, Jr. President of Marriott Corporation	Eagle Scout
Sam M. Walton Chairman/CEO, Wal-Mart	Eagle Scout
Neil A. Armstrong first person to set foot on the moon	Eagle Scout
Steven Spielberg	Eagle Scout
William C. Devries, M.D.; Transplanted First Artificial Heart	Eagle Scout
Barber B. Conable, Jr. President, World Bank	Eagle Scout

The Boy Scouts of America is the largest youth oriented organization in the United States. More than 4 million boys and leaders are currently registered in the Boy Scouts of America.

Unlike Cub Scouting, which many of you are familiar with; Boy Scouting is a youth-lead organization. The boys learn how to organize and lead the Troop. After training, and with supervision from the adult leaders, the boys run the show.

The boys in the Troop will be working towards their 1st class and then Eagle ranks. As they travel on their trail to Eagle they will not only learn how to lead a team to a goal, but they will actually lead teams of Scouts in a number of situations. Many Eagle Scouts put their accomplishments on their résumés and find they are often considered in obtaining acceptance into college or the work force.

Boy Scouting also provides for growth of moral strength and character, teaches citizenship, and enhances the development of physical, mental and emotional fitness. This is all done in the spirit of fun and adventure.

Please take a few minutes to read Chapter 1 of your son's Boy Scout Handbook.

## **ORGANIZATION**

Troop 109 is a participating member of the Battlefield District of the Old North State Council, Boy Scouts of America. The Troop's organization consists of a Chartered Organization, a Troop Committee, the Troop, and the Troop's Parents.

### **Chartered Organization (Sponsor)**

Every Troop belongs to an organization. The Chartered Organization for Troop 109 is the Guilford College United Methodist Church. The Chartered Organization shares our objectives for the boys and insures that there is adequate, trained leadership. A Chartered Organization Representative acts a liaison between us and the Church.

### **Troop 109 Administrative Practices and Policies**

The Troop follows all BSA and Old North State Council guidelines in the development of its program and administrative policies. The following pages address the Troop 109 program and operational practices and policies.

#### **Registration:**

Each boy that desires to become a Scout is required to fill out and submit a registration form indicating their desire to join Troop 109. These are standard forms developed by the BSA and can be viewed online at <http://www.scouting.org/forms/28-209.pdf>.

All adult leaders of the Troop are also required to fill out and submit a completed leader registration form. The adult leader form can be viewed online at <http://www.scouting.org/forms/28-501.pdf>. The BSA conducts background checks on all adult leaders to protect the safety of the boy Scouts.

All Scouts and Adult Leaders must subscribe to the Declaration of Religious Principle (excerpted below), and abide by the Scout Oath or Promise, and the Scout Law.

### **Excerpt From the Declaration of Religious Principle**

The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to this Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of membership.

### **Attendance:**

Attendance at Troop meetings and Troop activities/events is very important. Most Scouts are involved in many things, but regular participation in Troop meetings and functions is essential for scouting to be meaningful. Your scout's absence doesn't just hurt him, it undercuts his patrol's productivity and the Troop as a whole. Therefore the following guidelines are recommended for attendance:

1. To be considered an active member of the troop, a Scout must attend 50% of weekly meetings and 60% of monthly camping trips or one-time Troop activities/events.
2. Weekly meetings are held on Mondays and begin promptly at 7:15 PM. Scouts should be at the church by 7:05. Meetings end at 8:30 PM and arrangements should be made for Scouts to be picked up at that time. Members of the Patrol Leaders Council (PLC) will be available for pickup at 8:50. (See the Leadership section for a definition of the PLC and which boys are members of the PLC.)
3. During the school year, we do not have a meeting if school is not in session or is cancelled on a Monday. The general rule is: No school/no scouts.
4. Troop 109 meets year-round. Summer meeting dates will be scheduled by the Patrol Leaders Council.
5. If the Scout participates in a non-scouting activity whose meetings conflict with our Troop meeting day/time, then the Scout should make every effort to notify his Patrol Leader and the Scoutmaster of the conflict and how it will influence his attendance and participation in Troop meetings and functions. The Scout should work with his Patrol Leader and the Scoutmaster to develop a plan about how he will remain involved in the troop, such as how he will receive updates about Troop information and how he will carry out his patrol/unit duties, until his other obligation is finished.
6. In the matter of Troop camping trips: Troop camping trips only happen once a month, so if a camping trip conflicts with a non-scouting activity or event, the Scout is encouraged to attend the Troop camping trip.

### **Dues:**

1. Annual dues are \$60.00 and are paid in November, in a single payment if possible. Scouts are encouraged to pay their dues from money they have earned or saved instead of expecting someone else to pay their dues for them.
2. No Scout will be permitted to attend a Troop campout or function unless his dues are paid.
3. Dues for new Scouts are pro-rated on a quarterly basis.
4. [Scout Fund](#) accounts may not be used to pay dues. (See The Scout Fund section for a definition of the Scout Fund)

5. Scholarship funds are available for dues, (and perhaps for any other assistance that may be needed for a Scout to be able to participate in and be a member of the troop.) Scholarship funds can be applied for per ONSC policy and procedure. The Scoutmaster or the Committee Chair can assist in applying for these funds. The Troop Committee will also consider assisting a Scout family in the payment of dues on a case by case basis. All discussion and action about the application and use of scholarship money will be kept confidential.
6. Additional costs for Summer Camp, campouts, etc. are determined on the basis of the cost for each event. Every effort is made to keep costs at a minimum. Scholarships may be available for these events and activities. The Scoutmaster and/or the Committee Chairman can discuss personal needs with Scouts and their family members individually.

## **Leadership:**

One of the keys to scouting is leadership development. Troop 109's objective is to be a "Scout-run" Troop, giving the Scouts an opportunity to experience and develop their skills in leading and working with others.

The Troop uses the Patrol method for providing leadership and teamwork opportunities. There are 3 types of patrols in the troop:

- a. New Scout Patrols – Generally comprised of all Scouts that are new to Boy Scouts and those Scouts that are working towards the rank of Tenderfoot and Second Class.
- b. Regular Patrols – Generally comprised of those Scouts working towards the rank of First Class and Star.
- c. Venture Patrols - Generally comprised of those Scouts working towards the rank of Life and Eagle.

The ages of the Scouts are considered when making patrol assignments to ensure that each Scout is placed in the Patrol type that will best suit their personal progress and social needs. Patrol assignments are made each May.

1. Troop elections are held twice a year, in May and in November. Positions may be held more than once, but all Scouts are encouraged to be considered for all positions, provided they meet the prerequisites. Prerequisites for elected positions are listed below. Position Descriptions for each role is listed in [Appendix A](#).
  - Senior Patrol Leader (SPL), Assistant Senior Patrol Leader (ASPL), Troop Guide(s), and Den Chief:
    1. Scout has been active in the Troop for at least two years
    2. Scout has attained the rank of Star or higher
    3. Scout has completed 15 nights of Troop camping
    4. Scout has attended summer camp at least twice
    5. Scout has held the position of Patrol Leader
    6. Scout receives Scoutmaster approval for the position

Note: The Senior Patrol Leader is not elected through direct elections. The Assistant Senior Patrol leader succeeds the Senior Patrol Leader he serves with. This allows the Senior Patrol Leader to be well trained and experienced before taking the senior position.

- Patrol Leader (PL) and Assistant Patrol Leader (APL):
  1. Scout has been active in the Troop for at least one year
  2. Scout has attained the rank of First Class or higher
  3. Scout has completed 10 nights of Troop camping
  4. Scout has attended summer camp at least once
  5. Scout receives Scoutmaster approval for the position

Note: For New Scout Patrols these requirements are modified. The New Scout Patrol will be assigned a Patrol Guide which meets the requirements for SPL. The Patrol Guide will assist the young leaders understand the roles and responsibilities. For the November elections in the New Scout Patrol(s) only boys that have progressed in rank during the previous six months will be eligible unless no boys in the patrol(s) meet this requirement.

- Troop Scribe, Senior Troop Quartermaster, Troop Historian, Troop Librarian, Troop Chaplain Aide, Order of the Arrow Representative
  1. Scout has been active in the Troop for at least six months.
  2. Scout receives Scoutmaster approval for the position

Note: These positions are selected for office by the SPL and ASPL from the list of eligible candidates with approval by the Scoutmaster. The Order of the Arrow Representative must also be a member of the Order of the Arrow.

- Patrol Quartermaster(s)
  1. Scout has been active in the Troop for at least six months.
  2. Scout receives Scoutmaster approval for the position

Note: These positions are selected for office by the PL and APL from the list of eligible candidates with approval by the Scoutmaster within each patrol.

2. Patrol Leaders Council (PLC) is the group of scouts, elected by their peers, to plan the Troop programs, makes the programs happen and maintain order during the meetings and activities. The PLC meets every Monday night after the regular meeting for 15-20 minutes to plan the next meeting and conduct other business. The PLC consists of :
  - The Senior Patrol Leader
  - The Assistant Senior Patrol Leader
  - All Patrol Leaders
  - Troop Scribe

3. Adult leadership of the Troop is provided by the Scoutmaster and Assistant Scoutmasters. The Troop follows the BSA guidelines for Safe Scouting for Adult Leadership Requirements which can be found on the Internet at <http://www.scouting.org/cgi/gss/viewall.pl>. The Troop always follows the Two-Deep leadership rule on all trips and outings and no one-on-one contact between adults and youths is permitted.

It is the goal of the Troop to have the Scoutmaster and all Assistant Scoutmasters trained and certified with the BSA.

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

Adult leaders and parents should support the attitude that young adults are better off without tobacco and refrain from the use of tobacco products at any BSA activity involving youth participants.

All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

The Scoutmasters meet annually, during the late summer, to assist in the planning of the program for the coming year. The Scoutmasters meet with the PLC each month to assist with planning and coordination for the up coming month's activities.

During the monthly PLC meetings the Scoutmasters review with the SPL, ASPL, and PLs their status on fulfilling the key duties of their leadership position. Leadership expectations for these positions are listed in [Appendix B](#).

4. The Troop Committee is a group of adults who work to support and assist the troop. The Committee will meet a minimum of 9 times per year. The Troop Committee meetings are generally held the third Thursday evening of the month at the church at 7:00 PM. The Committee chairman will schedule the meetings. Parents are welcome to attend without being an official Committee member, as the general policy of Troop 109 is that matters discussed and decisions made are done in open session. But there may be times when the committee needs to discuss a personal or private matter, and may ask non-committee members or guests to respect the privacy or dignity of the situation and leave the room during a discussion of this sort. Committee membership is solicited on a regular basis. The prerequisites for Committee membership appointments are a desire to help, and submission/approval of an Adult Leader Application to ONSC. No scouting background is necessary.

The committee is responsible for the management of the Troop and carries out the following activities:

- Selecting and approving quality Adult Leaders
- Community Service Project development
- Chartering the Troop

- Progress tracking
- Boards of Review
- Courts of Honor
- Special Events planning and coordination
- Transportation arrangement for trips and outings
- Fundraising
- Finance management

## **Uniforms:**

Troop 109 prides itself on being a well-uniformed troop. Troop 109 recognizes two classes of uniform, A and B.

The Class A uniform: Each Scout is expected to have a full Class A uniform and to wear it to all Troop meetings, and Troop functions such as Boards of Review, Courts of Honor, Scout Sunday, etc. The Class A uniform consists of:

- A Boy Scout short-sleeved shirt
- Boy Scout shorts or long pants with a BSA belt and buckle
- Boy Scout socks
- Troop approved neckwear: A Troop 109 or BSA approved neckerchief or bolo will be presented to all new Scouts when they join the Troop. The collar of the shirt will be worn out with the neckerchief under the collar.

The Class B uniform: It is not mandatory that a Troop 109 Scout own a Class B uniform, but it is encouraged, because even though it is more casual, it still shows pride in scouting. Class B uniforms are worn in camp and at other designated times. The Class B uniform consists of:

- The Troop 109 T-shirt or any Scout themed shirt.

Only a BSA approved hat or cap may be worn while in Class A uniform.

The Scoutmaster or his assistant(s) will determine which class of uniform is appropriate to wear during travel for trips and announce this before each trip. Each Scout is required to wear the appropriate uniform during travel for trips.

## **Advancement Guidelines:**

Troop 109 is committed to following National BSA Guidelines and ONSC policy regarding both merit badge completion and rank advancement. All Scouts must have a Scout Handbook in order to track and record their advancement progress. Additionally, there is a multitude of literature, both hard copy and online to assist the Scout in advancement. Scouts are strongly encouraged to familiarize themselves with these resources and to use them.

1. The Rank Advancement process:
  - a. When all requirements for a specific rank have been met, a registered Adult Leader signs off on this in the Scout's Scout Handbook. The Adult Leader cannot be the Scout's parent, even if the parent holds a leadership position in the Troop.

- b. The Scout then schedules a Scoutmaster Conference with the Scoutmaster or any Assistant Scoutmaster that is not the parent of the Scout. The Scout must present himself in Class A uniform and must bring his Scout Handbook to the Scoutmaster Conference.
  - c. The Scout then requests a Board of Review by signing up for such on a sign up sheet posted on the Troop bulletin board. The Scout must request his review at least one week prior to the BOR. The sign up sheet will indicate the specific date and time of the review, so that the Scout and the review team will be prepared to be there and be on time. The Scout must present himself in Class A uniform and must bring his Scout Handbook to the BOR.
  - d. A Board of Review for the rank advancement of Scout, Tenderfoot and Second Class will be held on Monday nights before, during or after the Troop meeting. The Scout must request this at least one week prior to the BOR.
  - e. A Board of Review for the rank advancement of First Class, Star, Life and Eagle can only be held as scheduled.
  - f. If a Scout passes, he presents his signed book to the committee member assigned to advancements, who then records the completion of the rank.
  - g. The rank badge is presented to the Scout at the next Troop meeting, except for the rank of Eagle, for which a special Eagle Court of Honor is held to recognize and honor the Scout and his family and celebrate this special event.
2. The Merit Badge Advancement process:
- a. A Scout who decides to work on a merit badge should meet with the Assistant Scoutmaster assigned to advancements and express his plans to work on a particular merit badge. The Assistant Scoutmaster will assist the Scout in identifying an approved Merit Badge Counselor for that particular merit badge.
  - b. Merit Badge Counselors must be approved and registered with the ONSC, and badges must be completed under the supervision of a counselor **approved for the particular badge that the Scout is working on**. Merit badge approval from a counselor who is not recognized as an approved counselor for the specific badge being earned may require additional evidence of satisfactory completion before the badge can be issued.
  - c. The Scout makes an appointment to meet with the Merit Badge Counselor before beginning any work on the merit badge.
  - d. Scouts are not permitted to meet with a Merit Badge Counselor alone. Another scout, another leader, or a parent must be present if the Scout is working on a merit badge individually.
  - e. The Scout follows the counselor's instructions to complete the required work.
  - f. Upon completion of the requirements, the counselor signs the Merit Badge Application and the Scout takes the application back to the Committee member assigned to advancements, who then records the completion of the badge.
  - g. The merit badge is then presented to the Scout at the next Troop meeting.
  - h. Merit badges may also be earned, or partially earned, at Scout Camps, Merit Badge Colleges, Camporees, National Jamborees, etc, provided they are BSA and/or ONSC approved. Scoutmaster approval must also be obtained in advance of this method of merit badge work.

## General Campouts:

Troop 109 camping experiences are so varied that it is impossible to set hard and fast rules. However, the following guidelines apply to most camping trips:

### 1. Registration, Permission, Commitments, and Visitors:

A blank “Activity Attendance Log and Parental Permission Slip” will be completed for each activity that the Troop plans. The Activity Attendance Log and Parental Permission Slip will be available at meetings one or more weeks prior to the activity date. Scouts sign up for the activity by checking the box next to their name.

**The Scout is considered committed to attending an activity if his name is checked on the Attendance Log/Permission Slip at the meeting immediately preceding the activity. If the Scout changes his mind about attending the function after that time, it is his responsibility to notify the Adult Leader in charge of that particular trip. This is important so that there is no confusion about attendance at the time of departure, but also because the Scout will be held responsible for any food costs or trip fees associated with the activity unless his cancellation notice is received before purchases have already been made. This cancellation policy will be enforced regardless of the reason for cancellation.**

**Parental permission must also be obtained for each Scout who attends an activity, and permission must be granted for each separate activity, before the activity commences. Therefore, no Scout can attend any Troop related activity until parental permission is granted.** Parental consent is granted when the parent or guardian signs the Activity Attendance Log and Parental Permission Slip on the line next to their Scout’s name. Parents are strongly urged to sign the Permission Slip as soon as it is available on meeting nights, so as to avoid neglecting this obligation at the time the Troop departs on a trip. This is especially important if the Scout drives himself to the departure site or carpools with another Scout family and the consenting parent is not available to sign the form at the time of departure.

Prior to departing on any activity or outing, parents are expected to provide the Adult Leader who will be supervising a particular activity with separate, specific, written information and/or instructions about any medication(s) or new health issue(s) that involves their Scout. Please refer to the Program Guide section entitled “Health Forms” for further information about Troop policy on maintaining health information on Scouts and registered leaders.

The current version of the Activity Attendance Log and Parental Permission Slip is attached to this guide as an addendum.

- a. Pack Scouts who attend Troop activities should refer to the BSA Handbook for guidance about rules. The Pack liaison Assistant Scoutmaster will coordinate the logistics of any joint outings with the Cubmaster.
- b. Parents (and/or those who might be in a surrogate parental position to the scout) are welcome to attend a campout. Arrangements must be made in advance of the trip by

writing in the name(s) of the attending adult(s) on the Activity Attendance Log and Parental Permission Slip for the activity.

- c. No minors other than Troop 109 scouts, (such as a sibling or a Scout member from another troop), may attend a campout unless their parent or legal guardian is also attending. Permission for attending must be secured from the Scoutmaster in advance of the campout. The Scoutmaster may need to defer his decision to the Committee, and proper documentation will be requested, such as health forms and personal liability release forms. Therefore, if a request such as this is made, it should be made at least two weeks in advance of the trip in order to give all parties involved adequate time to consider the factors involved and to ensure that all necessary obligations are met.

2. Departure and Arrival Times:

Departure and arrival times vary by activity and will be noted on each Activity Attendance Log and Parental Permission Slip. We usually leave from the church parking lot on Friday evenings or Saturday mornings and return on Sunday afternoons. If church-related activities are taking place during our arrival or departure times, we must be respectful and accommodating about the use of the church parking lot during drop-off and/or pick-up. Announcements about alternative drop off/pick up sites will be made if needed.

It is expected that Scouts arrive promptly at the announced departure time, prepared to assist in the work involved for departure. Upon returning from a trip, it is also expected that all Scouts will assist in returning any Troop equipment to the proper storage place, and in ensuring that the Troop trailer, the church van and any other vehicle used for the event is properly cleaned, and securely locked.

3. Fees: Most trips and activities have fees associated with them. These general guidelines apply:
  - a. **Overall Fees:** Overall fees associate with the trip, such as campsite fees, entrance fees to events, etc. will be identified prior to the trip, by the adult leadership. Every effort will be made to keep the fees to a minimum. Announcements about these details will be shared with Scouts during the business portion of the meetings, (generally at the end of the meeting.) Scouts are encouraged to bring paper an pen to the meetings to take notes about trips, so that they can accurately convey important or specific information about each trip to their families.
  - b. **Food costs:** Food costs are sometimes bundled into the overall trip fee, and if this is the case, it will be announced in advance.

The goal is that most menus will be planned and executed by the individual Patrols, at meetings, as a part of the Patrol's overall event planning sessions. Therefore, when an activity involves "Patrol-based" menus, the cost will vary from event to event, based on the number of meals involved and the menu decisions made by each Patrol. The goal will be to keep the "food fee" for each event within a range of \$7.00 to \$10.00 per Scout.

When menus are “Patrol-based”, each Patrol Leader will designate a Scout from within the Patrol, who will be assigned the responsibility of collecting the agreed upon “food fee” from each member of his Patrol, and for purchasing the food needed for his Patrol, for that event. This assignment will be made during the Patrol’s trip planning sessions. Each Scout will then be expected to pay his “food fee” to the designated Patrol member, at the meeting immediately preceding the trip.

Adults attending a patrol-based outing will also determine their own menus and food fee based on their selected menu for the trip. One of the adult leaders attending the trip will be designated to purchase the food for the adults attending. This adult will also have the responsibility of collecting the agreed upon “food fee” as reimbursement from each adult that is scheduled to attend the event..

When food is included in the cost of a trip, adults will be expected to pay the applicable trip fee just as the Scouts do. Meals on these trips will either be prepared communally or be procured for the group from a food service vendor.

- c. Fees are usually paid to the Troop Treasurer, unless otherwise announced in advance, and are expected to be paid before departure, preferably at a meeting prior to trip departure.

The Troop will reimburse anyone who uses their personal vehicle for the cost of gas used. A gas receipt is necessary, and can be submitted to the Committee Treasurer. Reimbursement will be made in the form of a Troop check.

### **Summer Camp:**

The Troop is dedicated to attending a Summer Camp each summer, at various camps in the surrounding area, usually no farther than 200 miles away.

1. Attendance at Summer Camp is recommended for all first year Scouts and is encouraged for all Scouts thereafter.
2. Currently Summer Camp fees range from \$155 to \$250. Depending on the camp selected, Summer Camp fees are required to be paid sometime between January and May of each year.
3. Prior to departing for camp, the Scouts planning to attend camp will identify the merit badges available at summer camp to determine the ones that each Scout is interested in working on there. The Scoutmaster/Assistant Scoutmaster(s) will assist in this process. Merit badge interest should be based not only on personal appeal and camaraderie but also in maximum utilization of the programs offered, personal growth, and how to best serve rank advancement.
4. If it is anticipated that some of the requirements will not be addressed at camp, the Scout is encouraged to complete those requirements before camp begins, with the approval and assistance of the Scoutmaster and/or a local Merit Badge Counselor, keeping the committee member assigned to advancements and summer camp adult leadership informed of the progress made. This increases the success of merit badge work at Summer Camp.
5. After returning from camp, merit badge work and accomplishment will be reviewed by the Assistant Scoutmaster assigned to advancements, who then arranges for the presentation of any completed badges at an upcoming meeting.

6. Those Scouts who receive partial credit at camp for completion of certain merit badges are encouraged to finish the necessary requirements as soon as possible after camp ends, to receive their badges in a timely manner. The Scout can present his completed work to any registered Merit Badge Counselor for the unfinished merit badge or to any Troop Scoutmaster for final sign-off.
7. To attend Summer Camp at a time other than with the Troop, the Scout will be considered as a Provisional Camper. Provisional Campers must have written Scoutmaster approval in advance. (See the council web site for the form)

### **Long-term Campouts:**

Troop 109 tries to plan at least one extended trip each year other than Summer Camp. We call this our Summer Fun Trip. They vary in length, distance, and experience. In the past Troop 109 has taken trips to Charleston, SC; Washington, D.C.; Norfolk, VA; Philadelphia, PA; Myrtle Beach, SC; Chattanooga, TN. The Troop has been as far away as Michigan as a group.

Every other year, at a minimum, the Troop tries to schedule attendance at a High Adventure trip. Prior trips have included Philmont in Cimarron, NM; Sea Base in FL; Northern Tier in Canada. This is an opportunity to use the skills acquired through short term camping and scouting philosophy. They are usually very physically demanding trips that encompass hiking, camping, boating, and cooking on the trail. Minimum age and rank requirements are often involved.

### **Financial Management:**

The Troop Committee has the responsibility for the overall financial health of the Troop. The Troop's financial goals are:

1. To develop and maintain an annual budget.
2. To maintain a balance in the Troop checking account that allows for coverage of all Scout Fund obligations.
3. To maintain cash flow that allows for:
  - a. Payment of capital expenditures and annual operating expenses, including: re-chartering, Adult and Junior leader training, Advancement items, event costs in excess of fees collected from those attending the event, camping equipment such as tents and cooking equipment, the cost necessary for the maintenance of our trailer, neckerchiefs or bolos for new Scouts, Christmas party expenses, Courts of Honor expenses, and postage/office supplies.
  - b. The authorization of scholarship or campership requests.
  - c. Scout Fund use requests.
  - d. Any other special consideration issues.

Management of the Troop's finances is accomplished through:

1. Selection of a Committee Member for the position of Troop Treasurer.
2. Selection of another Committee Member to act as assistant Troop Treasurer to assist and back up the Treasurer.
3. The Troop Treasurer and assistant perform the following tasks to maintain the Troop's financial health:

- a. Maintain an adequate system of receiving payments from the Scouts for annual dues, for receiving payment for the various Troop trips, activities, events and outings that take place, and for recording these payments in a manner that allows for review and tracking.
- b. Promptly deposit all monies received into the Troop checking account.
- c. Maintain the Troop checking account and keep the records related to it, for the purpose of tracking the account balance to identify that adequate funds are available to cover expected Troop expenditures:
  - i. All Troop expenditures and reimbursements are made from the Troop checking account.
  - ii. The checking account is not authorized for debit or credit card access.
  - iii. There will always be at least two, but not more than three, Committee members authorized to access the account and one of them will be the Troop Treasurer.
  - iv. The Scoutmaster and the Assistant Scoutmasters are not authorized to directly access the account.
  - v. As a general rule, the Troop does not maintain a Petty Cash Fund.
- d. Ensure that adequate receipts are received and maintained, to account for each expenditure/reimbursement made.
- e. Maintain records related to the Scout Fund for the purpose of tracking the individual amounts available to each person with a credit and to identify the overall balance in the Fund.
- f. Provide a Treasurer's Report at each Committee meeting.
- g. Prepare a formal report, at the beginning of each calendar year, about the previous year's budget, prepare a draft budget for the new year and review these with the Committee. At that point, the new budget is adjusted accordingly and then adopted by the Committee.

### **Fund Raising Program:**

Troop 109 has an active fund raising program, the purpose of which is to support the Troop's financial goals. Our biggest and most consistent annual fund raisers have been the sale of citrus fruits in the months of November, December and January, and the participation in ONSC sponsored fund-raisers such as Popcorn Sales. The support of all parents in these projects is expected.

The Troop Committee has the responsibility for the identification and development of the specific fund raisers, and for the overall management of the fund raising program, and carries these responsibilities out in the following ways:

1. Committee Members are identified to volunteer for the position of Fund Raising Coordinators for each specific fund raising event. Every effort will be made to identify a different Fund Raising Coordinator for each event.
2. The Fund Raising Coordinators oversee the development of the event(s) to which they are assigned, and obtain the assistance of other Committee Members to successfully carry out the event(s).
3. The Fund Raising Coordinators maintain an adequate system of receiving the proceeds from the events to which they are assigned, and for recording these proceeds in a manner that allows for review and tracking.

## The Scout Fund:

The purpose of the Scout Fund is to provide the individual Scout a chance to earn money to pay for Troop related costs, such as: summer camp, high adventure trips, summer fun trips, regular camping trip expenses, (except for food expenses paid to the Patrol Leader.) The Scout Fund helps the Scout in his learning process about how to take financial responsibility for himself, and helps the Scout feel that he is a positive, meaningful and important part of the financial health of the troop. It also helps our Scout families manage the costs of scouting within their own personal family budget.

Troop 109 has established a policy that when a Scout participates in the Troop's seasonal fruit sale and the Troop's participation in the ONSC Popcorn Sale, 50% of the Troop's profit from the funds raised is credited to the Scout's Scout Fund, provided the sale was made by the individual Scout or his immediate family.

The Troop Treasurer keeps track of the Scout Fund and how much each Scout has in his individual Fund. The Scout can debit his Scout Fund by asking the Troop Treasurer for a **Scout Fund Voucher**, which must be completed and signed by both the parent/guardian and the Troop Treasurer before a debit is made from the Scout Fund. The Troop Treasurer will be happy to review an individual Scout Fund and its debit history, with the Scout and/or his parent/guardian, for accuracy and continued balance availability.

If a Scout does not re-charter, that individual's Scout Fund balance will be returned to the Troop account.

If a Scout ages out but remains a Registered Leader, that individual's Scout Fund balance will still be available to him for use, as described above.

If a Scout ages out or does not re-charter, but his parent(s) remain in the Troop as a Registered Leader, any remaining balance in that Scout's Scout Fund may be used by that Scout's parent, but only with Committee approval.

Adult Leaders may build and use a Scout Fund similar to the way that a Scout does, as described above. However, use is contingent on Committee approval.

Scout Funds are not generally transferable between Scouts except between siblings, but an exception to this may be considered on a case by case basis by discussing the matter with the Scoutmaster or the Committee Chair. These requests must also be reviewed by the Troop Committee before a decision is made about granting the exception, with the goal being equal consideration of the needs of the Scout and the financial health of the Troop and the impact that this exception may have on the troop's financial situation.

As a general rule, the use of monies from any individual's Scout Fund will be based solely on the financial health of the Troop at the time a request is made.

## **Medical Insurance:**

The ONSC maintains a Scout Insurance Policy for medical expenses incurred by any Scout who sustains an injury while involved in any type of approved scouting activity or event. The limit is \$2,000.00 per person, per accident. This coverage is secondary to your regular insurance coverage. Guilford College United Methodist Church also carries liability insurance on the van. If a Scout has a medical expense due to a scouting accident, the Committee Chair must be contacted. The Committee Chair will work with all parties involved to address the matter.

## **Health Forms:**

Troop 109 follows BSA guidelines about keeping current and accurate health information on file for each Scout and registered adult member of the Troop. Troop 109 engages in numerous high adventure outdoor activities throughout the year. BSA guidelines require a Class 3 “Personal Health and Medical Record” for all high adventure activities. Therefore, Troop 109 requires that each Scout and registered adult provide an updated Class 3 “Personal Health and Medical Record” annually in order to attend outdoor activities with the Troop.. The Class 3 health form requires a physical be conducted within the past year by a licensed physician.

The Troop 109 Youth Protection Officer of the committee will ensure that all outdoor activity participants have a current health form on file before being allowed to attend the activity.

Class 3 forms are also available online at <http://www.scouting.org/forms/34412.pdf> .

As discussed in the Program Guide section entitled “General Campouts”, an “Activity Attendance Log and Parental Permission Slip” is also generated for each Troop activity or campout. This Log includes a trigger to remind parents that prior to departing on any activity or outing, parents are expected to provide the adult leader who will be supervising that activity with separate, specific, written information and/or instructions about any medication(s) or new health issue(s) that involves their Scout.

## **Joining Requirements for Webelos Scouts:**

The Troop requires Webelos Scouts who join the Troop to:  
Complete the Scout Application to Join a Troop and pay a registration transfer fee.

## **Troop Discipline Policy:**

Scouts are expected to follow the Scout Oath, the Scout Law, and are expected to accept direction from adults who are in positions of Troop leadership. Disciplinary concerns include: not listening to adult leaders, willfully disobeying directions, disrupting orderly Troop activity, causing deliberate harm to someone else, (i.e. hazing, teasing, showing disrespect to another scout, etc.), or the deliberate destruction of property. Scouts who do not comply with the rules, or who commit or participate in any of the above unacceptable behaviors will be counseled by the Scoutmaster.

If a disciplinary problem persists, counseling from the Scoutmaster will continue but a parent/guardian will be notified by the Scoutmaster or the Committee Chair.

If a disciplinary problem is not resolved after the above steps are taken, the Scout and a parent/guardian will be asked to attend a Committee Meeting to discuss the matter(s). The Scout will not be allowed to participate in any Troop activity, event, outing or meeting until this is accomplished.

Scouts who are attending a Troop function away from the church, including any campout, and who do not follow the Scout Oath, the Scout Law or who do not accept direction from an adult in a position of authority, or who are involved in any of the above described unacceptable behaviors, may be required to call their parent/guardian to come pick them up, regardless of the distance involved.

The parent/guardian of a Scout who, because of unacceptable behavior, causes the Troop to be responsible for a monetary loss or a monetary obligation will be expected to reimburse the Troop for any money involved in the matter.

**No firearms, fireworks, tobacco products, alcohol, drugs or sheath knives are permitted on camping trips or at any Troop activity or event.**

## **Appendix A: Youth Leader Position Descriptions**

Youth leaders agree to provide service and leadership in our troop. This responsibility should be fun and rewarding. The position descriptions below provide some of the things youth leaders are expected to do while serving as a junior leader.

### ***Troop-level Leadership Positions***

- Senior Patrol Leader
- Assistant Senior Patrol Leader

### ***Patrol-level Leadership Positions***

- Patrol Leader
- Assistant Patrol Leader
- Patrol Quartermasters

### ***Troop Services***

- Troop Scribe
- Troop Librarian
- Troop Historian
- Senior Troop Quartermaster
- Troop Chaplain's Aide
- Troop Guide
- Den Chief
- Order of the Arrow Representative

## ***Position Descriptions***

### **Senior Patrol Leader**

**RESPONSIBLE TO:** Scoutmaster

**SPECIFIC DUTIES:**

- Preside at all troop meetings, events, activities, and annual program planning conference.
- Chair the Patrol Leaders' Council Meetings.
- Name appointed boy leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other leaders.
- Work with Scoutmaster in training junior leaders.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

### **Assistant Senior Patrol Leader**

**RESPONSIBLE TO:** Senior Patrol Leader and Scoutmaster

**SPECIFIC DUTIES:**

- Attend Patrol Leaders' Council Meetings.

- Act as assistant for the Senior Patrol Leader.
- Be responsible for training and giving direct leadership to the following appointed junior leaders: troop scribe, librarian, historian, senior troop quartermaster, and chaplain's aide.
- Take over troop leadership in the absence of the senior patrol leader.
- Perform tasks assigned by the senior patrol leader.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **Patrol Leader**

**RESPONSIBLE TO:** Senior Patrol Leader

### **SPECIFIC DUTIES:**

- Attend Patrol Leaders' Council Meetings.
- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a job and help them succeed.
- Represent the patrol at all patrol leaders' council meetings and at the annual program planning conference.
- Prepare the patrol to take part in all troop activities.
- Develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **Assistant Patrol Leader**

**RESPONSIBLE TO:** Patrol Leader

### **SPECIFIC DUTIES:**

- Assist the patrol leader in:
  - Planning and leading patrol meetings and activities.
  - Keeping patrol members informed.
  - Preparing your patrol to take part in all troop activities.
  - Take weekly attendance of patrol attendance and provide to scribe.
  - Take charge of the patrol in the absence of the patrol leader.
  - Represent the patrol at all patrol leaders' council meetings in the absence of the patrol leader.
  - Help develop patrol spirit.
  - Work with other troop leaders to make the troop run well.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.

## **Troop Scribe**

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

**SPECIFIC DUTIES:**

- Attend and keep a log of Patrol Leaders' Council Meetings.
- Place records on troop website.
- Record attendance (with help from Assistant Patrol Leaders.)
- Assist troop committee members responsible for finance, records, and advancement.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **Troop Librarian**

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

**SPECIFIC DUTIES:**

- Attend Patrol Leaders' Council Meetings.
- Establish and maintain a troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items needed.
- Have literature available for borrowing at troop meetings.
- Keep system to check literature in and out.
- Follow up on late returns.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **Troop Historian**

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

**SPECIFIC DUTIES:**

- Attend Patrol Leaders' Council Meetings.
- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, on the troop website, or information files.
- Take care of troop trophies and keepsakes.
- Keep information about troop alumni.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **Senior Troop Quartermaster**

**RESPONSIBLE TO:** Senior Patrol Leader & Assistant Senior Patrol Leader

**SPECIFIC DUTIES:**

- Attend Patrol Leaders' Meetings.
- Guide the work of Troop Quartermasters and preside at Quartermaster Council meetings
- Keep records of troop equipment
- Keep troop equipment in good repair.

- Issue troop equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the Assistant Scoutmaster responsible for equipment.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

### **Troop Chaplain's Aide**

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

**SPECIFIC DUTIES:**

- Keep troop leaders apprised of religious holidays when planning activities.
- Guide Patrol Chaplain's Aides and presides over Chaplain's Aide Council.
- Assist chaplain or religious coordinator in meeting the religious needs of troop members while an activities.
- Encourage saying grace at meals while camping or on activities.
- Tell troop members about religious emblem program of their faith.
- Preside over closing prayer at troop meetings.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

### **Troop Guide**

**RESPONSIBLE TO:** Assistant Scoutmaster - new Scout patrol

**SPECIFIC DUTIES:**

- Help Scouts meet advancement requirements through First Class.
- Advise new scout patrol leader on his duties and his responsibilities at patrol leaders' council meetings.
- Attend patrol leaders' council meetings with the new Scout patrol leader.
- Prevent harassment of new Scouts by older Scouts.
- Help assistant Scoutmaster Train new patrol leader when he is elected.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

### **Den Chief**

**RESPONSIBLE TO:** The den leader in the pack and the Assistant Scoutmaster for den chiefs

**SPECIFIC DUTIES:**

- Serve as the activities assistant at den meetings.
- Meet regularly with the den leader to review the den and pack meetings plans.
- If serving as a Webelos den chief, prepare the boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Set a good example.

- Wear the uniform correctly.
- Live by the Scout Oath and Law.

### **Order of the Arrow Representative**

**RESPONSIBLE TO:** Assistant Senior Patrol Leader

**SPECIFIC DUTIES:**

- In charge of keeping Troop OA members informed about Lodge events.
- Ensures that Troop OA members are active in OA and that the Troop is well represented at all OA events.
- Attends OA meetings.

### **Patrol Quartermasters**

**RESPONSIBLE TO:** Assistant Patrol Leader & Senior Troop Quartermaster

**SPECIFIC DUTIES:**

- Attend Quartermaster Council meetings.
- Under the guidance of the Senior Troop Quartermaster:
  - Keep records of patrol equipment.
  - Keep patrol equipment in good repair.
  - Issue patrol equipment and see that it is returned in good order.
  - Suggest new or replacement items.
  - Work with the Assistant Scoutmaster responsible for equipment.
  - Set a good example.
  - Wear the uniform correctly.
  - Live by the Scout Oath and Law.

## **Appendix B: Leadership Expectations**

### ***Senior Patrol Leader***

- Exemplify the Scout Oath , Law, and the Outdoor Code
- Set a good example (uniform, language, behavior)
- Lead the PLC through the following activities:
  - Creation of a Troop Activities Calendar for the next rolling six month period.
    - Publish the updated calendar within 1 month of becoming the SPL.
  - Schedule and conduct a PLC planning meeting once each month.
    - Lead the development of the Monthly troop meeting plan.
    - Publish the plan before the next regularly scheduled meeting after the PLC.
  - Have PLC (meeting review) session of 5-20 minutes after each regularly scheduled Troop meeting
    - Review what worked in the meeting and what improvements are necessary. (Have the scribe log both for future reference)
    - Review the plan for the next meeting and update as necessary
  - For long range planning events such as high adventure camps, summer camp, etc. identify dates required to make reservations and who will make the reservations.
- For camping trips:
  - Ensure that the patrol leaders prepare adequate
    - Meal plans and costs
    - A camp duty roster
    - Camp fire program
    - Sunday Service
  - Guide and Direct Patrol Leaders and Troop through the execution of the campout plan
- Conduct Weekly Troop meetings
  - Start on time
  - Finish on time
- Coach, review, and hold accountable Patrol Leaders on their assignments
  - Camping Plans
  - Creation and use of a Patrol Cheer
  - Creation and use of a Patrol Yell
  - Creation/selection and use of a Patrol Patch
  - Creation and use of a Patrol Flag
  - Maintaining order, counting and tracking patrol members when on outings
- Notify Troop of changes to schedule, meeting locations, or other requirements in advance.

### ***Patrol Leader(s)***

- Exemplify the Scout Oath , Law, and the Outdoor Code
- Set a good example (uniform, language, behavior)
- Participate in all PLC activities:
  - Creation of a Troop Activities Calendar for the next rolling six month period.
  - Monthly PLC planning meeting.

- Soliciting input from their patrol on the development of the Monthly troop meeting plan and presenting these ideas at PLC meetings.
    - Voting on behalf of their patrol
    - Informing their patrol of PLC decisions.
  - PLC (meeting review) session of 5-20 minutes after each regularly scheduled Troop meeting
    - Provide input from their patrol on what worked in the meeting and what improvements are necessary.
    - Review the meeting plan for the next meeting and help update as necessary
- For camping trips:
  - Prepare adequate
    - Meal plans and costs (based on good nutrition)
    - Camp duty rosters that provide opportunities for advancement
    - Camp fire program
    - Sunday Service
  - Count and Track patrol members at regular times and report status to SPL
- Assist with weekly Troop meetings
  - Guide and direct the creation and use of a Patrol Cheer
  - Guide and direct the creation and use of a Patrol Yell
  - Guide and direct the creation/selection and use of a Patrol Patch
  - Guide and direct the creation of a Patrol Flag
  - Count and Track patrol members at meeting opening and report status to SPL
  - Have Patrol Flag displayed at Troop Meetings
- Coach, review, and hold accountable Patrol members on their assignments

## **Addendum List**

***Activity Attendance Log and Parental Permission Slip***

***Scout Fund Voucher***