

The graphic is a light green diamond shape containing faint, stylized illustrations of Boy Scouts activities: a tent, a campfire, a tree, and a person. Text within the diamond includes 'TROOP 407', 'CAMPING', 'COOKING', and 'NOVI, MICHIGAN'.

Boy Scouts of America

Troop 407, Novi, Michigan

The Green Book

Welcome to the Troop 407 family!

This is the eighth edition of the Troop 407 **Green Book** updated for 2013. The *Green Book* is provided as a reference to every Troop 407 family to provide an introduction to our troop and to Boy Scouting, find out information about the troop and a place to store all the troop's important papers.

The *Green Book* is organized into the following sections:

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Also included are a current roster and troop calendar summary, a BSA youth application form for your son to complete to join or transfer from Cub Scouts, and an adult application form so you can join Boy Scouts too and serve on the troop committee or as a merit badge counselor.

We welcome you to Troop 407 and will do our best to help you and your son enjoy growth and have a positive experience from being a part of the world's largest youth movement.

John Heslop
Scoutmaster

Frank Maynard
Troop Committee Chairman

Darius Fadanelli
ScoutParents Coordinator

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Asst. Scoutmaster

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Section 1

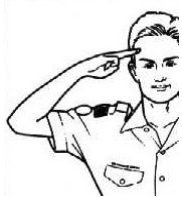
General Information about Troop 407

About Us

Troop 407, founded in 1982, is today one of the largest troops in the area. We have averaged over 60 youth members for the past several years and have an active and involved parent committee which supports the troop. The troop achieves youth leadership development through the Boy Scout outdoor program and patrol method, with an emphasis on camping, cooking, hiking, high adventure, and community service.

Troop Meetings

All Scouts attend the troop meetings, which are held weekly on Tuesday evenings throughout the school year. Most meetings are held at the Novi Meadows 5th Grade Cafeteria. If Novi schools are canceled for any reason (such as weather), the troop meeting is also canceled. Meetings start promptly at 7:00 PM and end at 8:30 PM. At troop meetings, the boys plan their next campout or outing, learn and practice Scout skills, and participate in inter-patrol games and activities that support Scouting's aims and methods.



Camping

Scouting is an outdoor program, so in fulfillment of that aim, Troop 407 conducts a weekend campout each month. Campouts take many forms: some are local, while others can be several hours away. Most of the time, we camp in tents, but during the winter months we'll use a cabin or lodge.

Weekend campouts are where the patrol method is put into practice. Boys develop patrol spirit and learn to work together.

Campouts give the Scouts an opportunity to use and improve their outdoor skills and to practice leadership in an environment conducive to learning – all the while having fun and doing things that no other youth program provides.

Summer Camp



Every year, in late June or early July, we attend a week-long summer camp at a Boy Scout camp in lower Michigan. For the past several years, we have attended Camp Rotary near Clare. Camp Rotary offers an excellent program of skills instruction, merit badges, and adventure, conducted by an experienced staff.

Program areas at summer camp include waterfront and aquatics, rifle and archery ranges, climbing tower, pioneering, handicraft, nature and ecology, and creative arts. Nearly every

Scout in Troop 407 attends summer camp and brings back memories and friendships that will last a lifetime.

Scouts who attend summer camp bond with other members of their patrol and the troop, get a jump on their rank advancement, and have a great time enjoying the many program areas and activities.

High Adventure

Older Scouts can participate in high adventure activities, ranging from weekend treks on credentialed trails and waterways to multi-day expeditions at BSA's national high adventure bases in New Mexico, Florida, Minnesota, and soon in West Virginia. Some activities have a minimum age and/or rank requirement, but usually the limitation is being big enough and strong enough to pack all his gear and hike with it. Talk to the high adventure coordinator for more information.

Service Projects

Because a Scout is helpful, Troop 407 participates in several service projects each year. We operate the collection point for Novi Cub Scout packs who collect food donations in the annual Scouting for Food drive in the fall.

We assist our chartered organization, Holy Family Church, with its annual hosting of the Novi homeless shelter and a spring property cleanup event. We participate in the Novi Memorial Day parade and Martin Luther King Day observance. We help the Cub Scout packs in Novi in various ways including providing camping assistance, program and activity badge instruction and help with Arrow of Light requirements. Other service projects are organized from time to time, as well as service work done by Life Scouts as they work toward Eagle.



Special Activities

Troop 407 holds a **Troop Court of Honor** three times a year, usually in September, January and May.

A Troop Court of Honor is typically a big deal because it's a time to recognize all the work each Scout and the Troop has done over the past few months, including merit badges, rank advancement, and trips--like camping or hikes--all in front of the Scout's families.

All Scouts and families (parents, siblings, grandparents, aunts/uncles) attend the Troop Courts of Honor.

There's a meal or a treat as well – usually the September Court of Honor is a barbeque outdoors, the January event includes a banquet dinner, and in May we have an ice cream social. A notice goes out a few weeks before the event and usually asks for a RSVP, just so we will know how many people to plan for. Please consider the Troop Court of Honor with the same importance as a soccer or band banquet, or the Blue & Gold banquet in Cub Scouts – it's all about our sons and they all deserve recognition and celebration!



An **Eagle Court of Honor** is held to celebrate and honor a very special event – a new Eagle Scout. Eagle Courts of Honor are usually planned by the family of the Eagle Scout or Scouts being honored, with help from the troop, and is open to all troop families. At the ceremony, the Eagle Scout receives his medal, is given the Eagle Charge, and gives a short speech. Local dignitaries, such as the mayor, often attend, and letters of commendation from officials such as our representatives, senators, and even the President of the United States are presented to the new Eagle Scout. A reception usually follows the ceremony, and a small gift to the new Eagle Scout is usually most welcome.

Calendar

Please be sure to look over the calendar and make plans for your son to attend as many troop meetings and campouts as possible. Scouts get the most out of Scouting when they participate in a majority of patrol and troop activities (meetings, campouts and service projects) even if they can't do so 100% of the time.

Parent Involvement

Every parent and guardian is invited to attend monthly troop committee meetings, held on the first Tuesday of the month during the troop meeting, where the adults discuss troop operations and plan support for the program the Scouts have planned. You are also invited to join the committee by registering as a troop committee member with the BSA. By serving on the committee, you support our boys by helping with the advancement process, assisting with fundraising or service projects, or performing a committee function. Whether the role is large or small, your talents are needed and welcomed by the troop, and there is something for everyone's area of interest.

Another way adults can help is by being a merit badge counselor for one or more of the over 120 merit badges. Merit badge counselors work with individual Scouts or small groups to help them learn about the badge's subject matter. Nearly every subject under the sun is covered by a merit badge and there is sure to be one where your expertise can benefit the boys.

Fundraising

Troop 407 conducts one annual fundraising project where we ask all families to participate. Currently, our project is working at

Michigan International Speedway, cleaning six sections of the grandstands after races in June and August. Each family is asked to help with the cleaning on just one of the two weekends. The troop earns money from the work and from returning beverage containers, and some of the money is shared with the Scouts to help with their troop expenses. Scouts and families can camp with the troop in a special campground at MIS that's away from the public campgrounds, and you can watch the races for free as well. More details will be announced but make plans to help one of the two weekends as listed in the troop calendar.

We are also developing a dodgeball tournament, which we hope will grow to an annual moneymaking event that has the potential to bring in most of the funding needed for troop operations. It's anticipated that all families will play a role in supporting the tournament. Should the tournament be successful at raising funds, MIS would become voluntary with all proceeds going to the Scouts who work.

Other fundraising includes the council popcorn sale and Christmas wreath sales. Proceeds from these activities go to the participating Scouts. In addition, from time to time we conduct other fundraisers, for financing the troop, special expenditures or Eagle service projects.

Troop website and parent communication

The most important communication channels are between the Scout and his patrol leader, and between the patrols and the patrol leaders' council. Recognizing, however, that boys' communication skills are not yet perfect, we maintain several "back channels" to keep parents informed.

Troop 407 maintains a website at <http://novitroop407.org>. Here you will find information about the troop and current events, the troop calendar, troop and BSA forms such as for medications, campout permission slips and health forms, maps and directions to most of our camping locations, answers to frequently-asked questions, a photo gallery, and information on summer camp, high adventure and for Webelos Scouts. Be sure to check the website often for updates.

We also maintain an e-mail announcement list for troop announcements and a chat list for members' discussion. New members are added to the list but you can add additional e-mail addresses. On the website is a link to subscribe to these lists.

We are also on Twitter. If you are too, follow us @troop407.

Each family has a folder in the troop Expresso, which is usually at every troop meeting and committee meeting. Be sure to check your family's folder (or have your son check it) for important papers. You can also leave items for committee members or other families in their Expresso folder.



Section 2

What is Boy Scouting All About?

The origins of Scouting

Scouting was created by boys. Boys with a sense of adventure and camaraderie, wanting nothing more than to learn more about themselves and the world around them. Following a book written by a British military hero on tracking and wilderness survival, they formed small groups and set out to practice his military craft in a civilian way, just for fun. Shortly after the turn of the last century, the military hero heard of the British youth using his plans, and wrote a book for them. *Scouting for Boys* became the world's first Scout handbook, and in 1907, the British Scout Association was formed.

A year or two later, the now-famous tale of the American businessman in London unfolded. Lost in the fog, and helped by a young man who refused compensation and said he was a Scout, the businessman was inspired to meet Scouting's founder and to create the same experience for American youth. He returned to the United States, collaborated with an associate and founded the Boy Scouts of America.

The BSA was up and running, with troops around the country, when an Austrian immigrant working part-time at headquarters offered to the Chief Scout Executive his suggestion for youth leadership development, and the patrol method became the fundamental building block of a Scout troop.



The "founding fathers" of Scouting – Lord Robert Baden-Powell, William D. Boyce, James E. West, "Green Bar" Bill Hillcourt – would be pleased to know that the movement they brought to America is still alive and well a hundred years later. It's in our hands now. It's up to us to carry forth the work they started and continue to give our sons the opportunity to grow as leaders to serve the future of our nation while having fun and unparalleled adventure.

We're not in Cub Scouts any more!

There are significant differences between Cub Scouts and Boy Scouts. These differences reflect the differences in the ages of the boys that each program serves, and they are there for good reasons.

Cub Scouts is a family program aimed primarily at 7-10 year old boys; it requires the adults to run it in detail, largely because boys of that age cannot be expected to run it.

Boy Scouts is a youth-oriented program aimed directly at boys 11-18 years old. It is run by the Scouts, for the Scouts, and the adults play an important role in supporting the program.

Boy Scouts is not "Webelos 3."

Baden-Powell said "The chief task of the Scoutmaster is to help the Scouts run their troop". The central goal of all adult

leadership (really adult mentoring and teaching) is to empower the Scouts to take up the leadership of their unit. Every adult leader should always ask "Does this action of mine enable the youth leadership, or does it interfere with their ability to run their troop?"

Take a look at the equivalent positions in the two programs:

Cub Scouts	Boy Scouts
Den Leader	Patrol Leader
Cubmaster	Senior Patrol Leader
Pack Committee	Patrol Leaders' Council (program); Troop Committee (administration)
None	Scoutmaster

Notice that most positions held by adults in Cub Scouts are now filled by the youth in Boy Scouts. This reflects not only the central difference between the two programs, but also the increased level of maturity in the membership.

Notice that there's no equivalent for the Scoutmaster in a pack. That's because the Scoutmaster's job is not to lead the boys, plan the program, or conduct meetings. Rather, the Scoutmaster is a mentor, adviser and trainer of youth leaders. Baden-Powell coined the term "Scoutmaster" after the British "Schoolmaster," a mentor, friend and teacher to his students. Most Scouting organizations around the world do not have Scoutmasters, but rather have "adult guides," so it's helpful to think of the Scoutmaster in that context.

Scouting's aims and methods

The Scouting program has three specific objectives, commonly referred to as the **Aims of Scouting**. They are character development, citizenship training, and personal fitness.

The **methods** by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

Ideals

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

Patrols

The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

Outdoor Programs

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

Advancement

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

Association with Adults

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

Personal Growth

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

Leadership Development

The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

Uniform

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

More on the patrol method

Baden-Powell discovered during his military training that groups of six to eight soldiers made the best teams. He used that knowledge in Scouting to establish the patrol as the fundamental unit in a troop. Patrols are the building blocks of a Boy Scout troop. A patrol is a small group of boys who are similar in age, development, and interests. Working together as a team, patrol members share the responsibility for the patrol's success. They gain confidence by serving in positions of patrol leadership. All patrol members enjoy the friendship, sense of belonging, and achievements of the patrol and of each of its members.

The patrol method allows Scouts to interact in a small group outside the larger troop context, working together as a team and sharing the responsibility of making their patrol a success. Patrols will sometimes join with other patrols to learn skills and complete advancement requirements. At other times they will compete against those same patrols in Scout skills and athletic competitions.

A patrol takes pride in its identity, and the members strive to make their patrol the best it can be.

The members of each patrol elect one of their own to serve as patrol leader. The only requirement for a boy to be a patrol leader is a willingness to serve. There is no age, grade or rank requirement. To give more youths the opportunity to lead, Troop 407 elects patrol leaders twice a year.

Patrol size depends upon a troop's enrollment and the needs of its members, though an ideal patrol size is eight Scouts. Patrols with fewer than eight Scouts should try to recruit new members to get their patrol size up to the ideal number.

Types of patrols

There are three types of patrols: New-Scout patrols for first-year Scouts who have recently joined the troop; Regular patrols, made up of Scouts who have completed or are well on the way to First Class, and the Venture patrol, an optional patrol within the troop made up of older Scouts.

A New-Scout patrol is led by a patrol leader elected by its members, just as all patrols do, but its patrol leader is mentored by a Troop Guide, who helps the new patrol leader and the patrol members learn the ways of Boy Scouts and the skills needed to advance. After a year or so, the New Scout patrols become regular patrols, or its members join established patrols.

Patrol meetings

Patrol meetings may be held at any time and place. Troop 407 usually sets aside a portion of each troop meeting for its patrols to meet on their own. Patrols may also occasionally meet outside of troop meetings as needed by upcoming events and activities that require planning and discussion.

At patrol meetings, the patrol leader reports any information from the latest patrol leaders' council meeting, and makes note of any requests or suggestions for him to bring to the next one. The rest

of the meeting should be devoted to planning upcoming activities, with specific assignments made to each patrol member. Patrols can also work on skills instruction and rank advancement activities.

Patrol spirit

Patrol spirit is the glue that holds the patrol together and keeps it going. Building patrol spirit takes time, because it is shaped by a patrol's experiences—good and bad. Often misadventures such as enduring a thunderstorm or getting lost in the woods will contribute much in pulling a patrol together. Many other elements also will help build patrol spirit. Creating a patrol identity and traditions will help build each patrol member's sense of belonging.

Every patrol has a name, emblem, flag, and yell, all chosen by its members.

Every patrol needs a good name. Usually, the patrol chooses its name from nature, a plant or animal, or something that makes the patrol unique. A patrol might choose an object for its outstanding quality. For example, sharks are strong swimmers and buffaloes love to roam. The patrol may want to add an adjective to spice up the patrol name, such as the Iron Dragons or the Flaming Arrows.



A patrol flag is the patrol's trademark, and it should be a good one. Make the flag out of a heavy canvas and use permanent markers to decorate it. In addition to the patrol name, the patrol flag should have the troop number on it as well as the names of all the patrol members. Mount the flag on a pole, which also can be decorated. Remember, the patrol flag should go wherever the patrol goes.

Every patrol has a patrol yell, which should be short and snappy. Choose words that fit the patrol's goals. Use the yell to announce to other patrols that your patrol is ready to eat or has won a patrol competition. Some patrols also have a patrol song.

Other patrol traditions include printing the patrol logo on the patrol box (a box of cooking and camping equipment that the patrol uses on campouts) and other patrol property. Some patrols like to specialize in doing something extremely well together, such as cooking peach cobbler or hobo stew, or building elaborate gateways.



Troop organization

The patrol method defines the building blocks of Scouting; therefore, we consider a troop to be a collection of patrols, rather than being "divided up" into patrols.

As stated above, the boys in each patrol elects a **patrol leader** to serve for a six-month term. He appoints an assistant patrol

leader, and can also either appoint boys to other jobs – such as grubmaster, patrol quartermaster, and patrol scribe - or designate them as needed.

Likewise, all the boys of the troop elect a **senior patrol leader** who is the top youth leader of the troop. The senior patrol leader (usually abbreviated as SPL) calls to order and conducts troop meetings. The SPL appoints other leaders: an assistant patrol leader and troop guides - and troop positions of responsibility, such as quartermaster (equipment), scribe (takes notes, keeps rosters, collects permission slips and payments), instructor, librarian, etc. (A full list of positions can be found in section 7.) The SPL, ASPL and troop guides temporarily leave their patrols while serving in those positions, because their responsibility is to other patrols or the entire troop, but they return to their patrols when their terms end.

The **patrol leaders' council** (PLC) consists of the patrol leaders, the senior patrol leader, the assistant senior patrol leader, and the troop guides. The PLC – not the adult leaders - selects, plans and leads troop meetings, campouts and activities, and is the key to having a boy-led troop. Through the patrol leaders' council, patrols share the responsibility for the troop's success. Each patrol is always represented at each monthly PLC meeting. If the patrol leader is not able to attend, the assistant patrol leader, or another Scout from the patrol, will attend the PLC meeting. The patrol leaders present the ideas and concerns of their patrols and in turn share the decisions of the patrol leaders' council with their patrol members.

On the adult side, the **Scoutmaster's** primary responsibility is to train the senior patrol leader and the other youth leaders so they can run their troop. He also advises the SPL, helps him plan patrol leaders' council meetings, communicates their plans and needed resources to the troop committee, and conducts Scoutmaster conferences for rank advancement or other purposes. The assistant Scoutmasters help by advising patrol leaders, training the youth leaders, and working on special assignments. The Scoutmaster and assistant Scoutmasters *do not* run patrol leaders' council meetings, troop meetings or campouts – this is the boys' responsibility.

The **troop committee** consists of adult volunteers who perform administrative roles, such as treasurer, equipment, membership, advancement and outdoor. The **committee chair** coordinates the committee members, ensures that all positions are filled, gives support where needed, and calls monthly meetings of the committee. The committee chair acts in a direct support role to the Scoutmaster, coordinating the resources needed for the boys to conduct the program they have planned.

Our **chartered organization**, Holy Family Church, holds the charter from the Boy Scouts of America to operate Troop 407. They appoint a **chartered organization representative**, who works with the committee chair to select and approve adult membership and provide resources.

Section 3

Expectations and Procedures

Scouting is guided by the values of the Scout Oath and Scout Law, which makes it relatively easy to determine the course of action given nearly any situation. However, we have clarified some of the more important things so there is a common understanding of how things work in Troop 407.

Scout Conduct

A Scout's behavior is guided by the Scout Law: A Scout is Friendly, Courteous, Kind, Obedient. His behavior doesn't change when he takes off the uniform. Like the rest of the law, it defines who he is, rather than what he does.



**A Scout is Trustworthy, Loyal,
Helpful, Friendly, Courteous,
Kind, Cheerful, Obedient,
Thrifty, Brave, Clean and
Reverent.**

The expectations for Scout behavior at meetings and campouts are fairly straightforward. We hope all Scouts follow these guidelines. Unfortunately, on occasion it may be necessary to ask a Scout to excuse himself from participation if his behavior or actions are consistently un-Scoutlike. Should this become necessary, a private conference between the Scout, his parents and the Scoutmaster will normally define the course of action.

- A Scout is expected to contact his patrol leader if he is unable to attend any meeting or troop activity. This is because his patrol may be counting on his participation to fulfill a responsibility essential to the success of the patrol.
- Scouts are expected to wear the appropriate uniform to all meetings and campouts.
- A Scout needs to inform his patrol leader and ask permission from the senior patrol leader before leaving the meeting (for instance, to use the restroom). If leaving the campsite, he must also follow the buddy system.
- Scouts are expected to show respect for anyone who is speaking by listening and not talking to others. When the Scout Sign goes up, all are expected to put signs up and be quiet. Patrol leaders are responsible for the behavior of their patrols.
- Scouts are expected to participate in patrol and troop discussions and activities.
- There is no food or drink allowed at troop meetings.

Since boys excel at doing what boys do, troop meetings and campouts can appear to be chaotic. It's understandable, and in fact expected, that things seem out of control – it's a sign that

the boys are truly in charge. A Scout knows when it's appropriate to show restraint and courtesy to others.

Adult conduct

Unlike Cub Scouts, Boy Scouts is a youth-led program. This means that during troop meetings, the boys are in charge, and adults are visitors at their meetings. Adults need to remain in the background, or out of the room entirely if possible. Conversations should be kept quiet, and talking needs to stop when the boys call for order with the Scout sign. Skills instruction is done by the boys, not by the adults. Adults never interrupt the meeting in progress except in the case of an imminent safety situation.

The mere presence of adults interrupts the dynamic of boy leadership.

On campouts, adults camp separately from the boys, at a distance close enough to observe what's going on, yet far enough to be out of earshot and to make you think twice before getting out of your comfy camp chair, leaving your nice hot cup of coffee behind, to walk over. Again, adults are visitors in the boys' world, and need to ask permission to enter their campsites (and never go inside their tents for any reason except to tend to a sick youth). Adults do not get in the middle of Scout activities, or rush in to fix things they are doing wrong, are having trouble with, or are doing too slowly.

The Scoutmaster is the top adult leader in charge of the troop and is the point of contact between the adults and the boys. If you notice anything that you feel needs to be mentioned to the boys, discuss it with the Scoutmaster. If it's important, he'll discuss it with his point of contact on the youth side, the senior patrol leader.

The use of tobacco, alcohol, and strong language goes against the values of the Boy Scouts of America. None are appropriate at any Scouting activity.

Youth Protection and Adult Leadership

The Boy Scouts of America has developed a comprehensive program to ensure the safety of its youth and adult participants. These policies are contained within the publication *Guide to Safe Scouting*, which is available from BSA Supply Division (publication 34416; revised annually) either through local council Scout Shops or online at <http://www.scoutstuff.org>. It is also available for reading online or downloading from <http://www.scouting.org> (there are links to both of these on the troop website, <http://www.novitroop407.org>).

Troop 407 Policy on Adult Youth Protection Training

The Boy Scouts of America provides every adult member and parent the opportunity to complete an excellent course in Youth Protection. This course is available online and takes less than an hour to complete. BSA requires that all adults be trained in Youth Protection prior to registering and prior to any contact with youth, and to repeat this training at intervals not exceeding two years.

- **The Boy Scouts of America requires that Youth Protection Training be completed by all registered adult members at the time of registration and prior to contact with youth.**
- Additionally, any adult who has contact with youth, including attending a campout with Troop 407 or driving youth other than his/her own to or from troop events, must complete Youth Protection Training prior to contact with youth.
- Youth Protection Training must be repeated every two years in order to remain registered.

Youth Protection Training can be accessed at the Boy Scouts of America national MyScouting website, <http://myscouting.scouting.org>. Follow the link to "Youth Protection". Registered members will need to enter the BSA ID number from the bottom of their membership cards. Those submitting new adult registration applications must print the certificate and attach it to their application form. Adults who are not registered with BSA may still take the course but will not receive credit in BSA's records. Newly-registered adult members, once they receive their BSA ID number, should log back in to MyScouting and add their ID number to their profile. This will ensure that credit for having taken Youth Protection Training, and all other online training courses, will be matched with their membership registration. All who complete the course should print out the certificate, or last page stating that the course has been completed, and submit it to the troop Youth Protection Coordinator as verification that the course was completed.

For further information on youth protection, see the *Guide to Safe Scouting*.

Medical Information

See BSA publication *Health and Safety Guide* (BSA No. 34415) for complete information on medical records, reporting requirements and other important details.

Troop 407 requires that all members annually complete the *BSA Personal Health and Medical Record* form, parts A and B, for the troop records. Summer camp, long-term camping (over 72 hours) and high adventure require an examination by a doctor, who must complete part C on the BSA medical form. National high-adventure bases require completion of Part D. These forms are managed by the troop Youth Protection coordinator.

Troop 407 Medication Policy and Procedure

This Medication Policy and Procedure has been put in place for the safety of all of our Scouts and adults. Following the procedures detailed below will help assure that Scouts and adults who need to take medication while on Troop 407 campouts and overnights get the proper medications and that no one will get someone else's medication.

All medications, prescription and non-prescription, that are sent with a Scout or adult for a campout or overnight activity with Troop 407 must be in the original container and must be listed on the medication form. Each Scout or adult must have his or her medications together in a Ziploc bag clearly marked with the Scout's or adult's name. Medications and medication forms will be held by the medication coordinator for the duration of the campout or overnight activity. Medications such as asthma inhalers, nitroglycerin, and Epi-Pens, that must be held by the Scout or adult for medical reasons must be listed on the medication form that is in the medication container and the required medication can then be carried by the individual. All adult medications and medication forms will be returned to the adult at the end of the campout; all Scout medications and medication forms will be returned to the driver who is driving the Scout home at the end of the campout and given to the parents upon return home.



Medications will be stored in a designated locked container. Medication forms will be kept in the Ziploc bag with the medications. This container will be locked unless the adult medication coordinator is at the container.

A medication coordinator will be designated for all campouts and overnight activities by the tour leader. This medication coordinator will be an adult other than the tour leader in charge of the trip. It is the responsibility of the medication coordinator to be familiar with this policy and procedure prior to the campout or overnight activity for which they are the medication coordinator. The medication coordinator will hand the bag of medications to the Scout or adult when asked and collect it from the Scout or adult after he/she has taken the medication. The Scout or adult will not hold his/her own medications for an extended period of time.

It is the parents' responsibility to complete the medication form for each campout and to give the medication and medication form to the medication coordinator for the campout or overnight activity. It is the responsibility of the Scout or adult who needs the medication to get their medication Ziploc from the medication coordinator when it is needed. If the Scout is not able to handle the administration of their own medication, it is the responsibility of the Scout's parent or their designee to administer the medication. *It is not the responsibility of the medication coordinator to administer anyone's medication.* It is the parent's responsibility to determine if their Scout is able to handle administering his/her own medication or if the Scout needs assistance from an adult. If the Scout needs assistance from an adult, it is the responsibility of the parent to arrange with

another adult to take on this responsibility. If the Scout has special medical concerns or conditions, it is the parents' responsibility to make the medication coordinator, the Scoutmaster, assistant Scoutmasters, and any other adults aware of the issue, as deemed appropriate based on the medical concern or condition.

Transportation

It is essential that adequate, safe, and responsible transportation be used for all Scouting activities. Because most accidents occur within a short distance from home, safety precautions are necessary, even on short trips. The basic Troop 407 transportation policy is to follow all state and local laws and the guidelines, rules and policies of the Boy Scouts of America and the local council.

During the planning process, Troop 407 will issue and obtain a parental permission and emergency slip from each Scout participating in an outing, will obtain the necessary tour permit, and will provide at least two adult leaders (at least 21 years of age) to be in charge and accompany the troop.

Enroute, the troop will ensure that the driving time is limited to a maximum of ten hours per day and will be interrupted by frequent rest, food and recreation stops. If there is only one driver per vehicle, the driving time should be reduced and stops should be made more frequently. All driving, except short trips, will be done in the daylight.



Vehicles used for transporting Scouts, adults and equipment must be covered by Personal Injury and Property Damage liability insurance. The coverage amount shall meet or exceed the requirements for the state in which the vehicle is licensed or the

State of Michigan, whichever is greater. Additional insurance requirements are contained in the *Guide to Safe Scouting*. Vehicles must be in safe mechanical condition and have a working seat belt for each passenger.

Drivers must have a valid driver's license that has not been suspended or revoked for any reason, will enforce seat belt usage, and will not allow passengers to ride in areas without seats, such as the bed of a pickup truck or the rear deck of a station wagon or sport-utility vehicle. Each driver will be given the permission slips for the Scouts in his/her car upon departure for camp and will turn in the permission slips to the tour leader upon arrival. They will be issued to drivers when returning, and will be given back to the Scouts upon arrival at home. All drivers who transport Scouts other than their own sons must have current Youth Protection Training.

There are special rules for drivers under 21 years of age; these are listed in the *Guide to Safe Scouting*. In general:

- Drivers over 18 but under 21 with current Youth Protection Training may carry Scouts to and from troop events if those Scouts have permission from their parents or guardians.

- Scouts under 18 who are licensed for at least six months and are free of violations may carry Scouts if permission is obtained from the parents of the driver and all passengers.

In case of any question, ask the tour leader, transportation coordinator, or committee chair.

Drug Policy

The purpose of the drug policy is to provide the youth and adult members and parents of Troop 407 with a clear understanding of Troop 407's position regarding alcohol and drug related incidents, and to ensure the safety of Troop 407's Scouts.



- Troop 407 is a drug-free troop.
- The use and/or possession of alcohol, tobacco, illegal drugs, or controlled substances without proper medical approval is not permitted and will not be tolerated.
- Any Scout observing another Scout (from our troop or any other troop) in possession of or using any of the aforementioned items is required to advise an adult leader immediately.
- The consequence for violation of this policy will be determined by the troop committee and may include expulsion from the troop.
- This policy applies to any formal or informal Scouting event.
- This policy is consistent with the national Boy Scout policy and also applies to all adults and guests.

Uniforming

Uniforming is one of the eight methods of Scouting. The uniform is important because:

- It makes the Scout troop visible as a force for good and creates a positive youth image in the community.
- Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting.
- It gives the Scout identity in a world brotherhood of youth who believe in the same ideals.
- It removes distinctions of social class and ethnic background. In uniform, all are Scouts.
- It is designed to be practical attire for Boy Scout activities.



- It provides a way for Boy Scouts to wear the badges that show what they have accomplished.

The Boy Scouts of America recognizes only one kind of uniform – the official Boy Scout field uniform:

- Official BSA Scout shirt (either long- or short-sleeved) with all appropriate insignia
- Official BSA Scout pants or official BSA Scout shorts (when wearing the shorts, official BSA Scout socks shall also be worn)
- Appropriate footwear: No sandals, open-toed or open-heeled shoes (for safety reasons); outdoor appropriate shoes (hiking shoes, for example) for outdoor activities and campouts; canvas or leather shoes, neat and clean, for formal occasions, boards of review, etc.
- Official BSA Scout belt (without knife clip)
- Troop neckerchief with slide, official BSA Adventure Bolo that was earned by the Scout while participating in an event, or the Eagle Scout neckerchief or bolo for Eagle Scouts.
- Scout hat or well groomed hair (hats are not worn indoors)

Properly, the uniform is referred to as the *official field uniform*. An activity uniform generally consists of a troop or Scouting-related T-shirt or polo shirt. Members sometimes refer to these classifications as class A and class B, respectively. Such terminology is not used in any BSA publications and is officially discouraged.

Uniforms may be purchased at the National Scout Shops located at the council service centers:

- 1155 East Long Lake Rd. (at Rochester Rd.), Troy (248) 253-9596 (the Waterford shop is now closed)
- 1776 W. Warren Ave., Detroit (just west of the Lodge freeway) (313) 898-8920

- 1979 Huron Parkway, Ann Arbor (just north of Washtenaw) (734) 971-7100

at at licensed retailers for BSA merchandise. The closest to Novi is Nankin Hobby Shop, 33350 West Nine Mile (at Farmington Rd) in Farmington, (248) 919-0040. You may also mail or phone order from any of the Scout shops (call for details) and can order on the web at <http://scoutstuff.org>. Troop 407 also has some “experienced” uniforms available for members; contact the uniform and troop clothing coordinator for details. You are encouraged to donate your old uniforms to the troop so that others may use them.

The official uniform is worn at all courts of honor, at all public appearances and community functions (i.e., Memorial Day parade, color guard at City Council meetings, etc.), when traveling to and from a campout, and at other times when specified by the patrol leaders' council, such as when guests attend troop meetings, for dinner and chapel services at camp, etc.

The merit badge sash may be worn at any formal activity, such as a court of honor or a flag ceremony for a governmental body. The Order of the Arrow sash may be worn only in accordance with OA regulations. If the OA sash is worn, the merit badge sash is not worn. Neither the merit badge sash nor the OA sash is ever worn draped over the belt or tucked into the pants, or over the opposite shoulder.

At times, the patrol leaders' council may allow less formal activity clothing to be worn, such as on campouts, while participating in service projects, and at troop meetings. This typically consists of replacing the Boy Scout uniform shirt and neckerchief with a troop t-shirt or sweatshirt. Pants or shorts appropriate to the activity may be worn instead of official BSA pants. This is sometimes referred to as “activity uniform” even though, strictly speaking, it is not a uniform.

Because they hold positions of leadership, the senior patrol leader, assistant senior patrol leader, and patrol leaders are encouraged to wear the official uniforms to troop meetings unless planned activities call for activity wear.

Section 4

Finance and Fund-Raising

Annual Dues

Troop 407's annual dues are due by December 1 of each year for the following calendar year. Currently \$75, the amount is set each year by the troop committee and covers the direct cost of BSA registration, Boys' Life, and insurance, which are paid on the Scout's behalf to the local council, and an amount to cover the normal operating expenses for one Scout, which includes rank badges, merit badges and special insignia, adult and youth leadership training, handbooks and publications for use by the troop leaders and adults, clerical expenses, and other costs. New members are charged a pro-rata amount, which varies depending on the month they join and whether they are joining new or transferring an existing BSA membership, and includes an amount for the troop numerals, neckerchief and other items the Scout receives upon joining. The Treasurer can tell you the exact amount depending on your individual circumstances.

Adult members pay the BSA registration and insurance fees as collected by the local council, currently \$16 per year, unless they are also registered and paid in another unit (multiple membership).

Campout and Activity Costs



We charge a fee for the monthly campouts, depending on the activities the boys have planned. Most local tent campouts are \$25, which covers the cost of food and campsite rental. Cabin campouts usually cost a bit more because of the higher cost of renting a cabin. For camporees,

distant campouts and special activities, such as skiing or caving, a cost may be added depending on the cost of the activity or the costs involved in getting there.

Summer camp costs depend on the fees charged by the camp; currently, summer camp is \$325 which includes all meals, tentage, and program, and a small amount to defray the cost of adults volunteering their time to attend camp. (Some activities at summer camp, such as merit badge classes, charge a small additional fee.) Complete details and payment deadlines are communicated starting in January.

From time to time, the boys will plan special activities, such as a skiing day, laser tag, or museum outing, and these are normally charged at cost.

Despite these costs, you will find Scouting to be a bargain when compared with other youth programs. Costs for the Scouting program are kept low in part because of the generosity of adult volunteers who give of their time and resources.

Refunds

Campout planning requires that a roster be set in advance by patrol so that meal plans and shopping lists can be prepared, and an appropriate amount of food can be purchased.

To make such planning possible, payments and permission slips for campouts are due on the Tuesday immediately prior to the campout. Forms and payments can be turned in at the Tuesday troop meeting or earlier. If there is no troop meeting on the Tuesday prior to the campout, or if unable to attend the Tuesday meeting, the Scout or his parent must make arrangements with a Scoutmaster or event coordinator to register for the campout and turn in payment and permission slip on or before the prior Tuesday.

Refunds will be made for cancellations received on or before the Tuesday before the campout. After Tuesday, no refunds will be made, with two exceptions:

- Activity related fees – for example, ski lift tickets – will be refunded if the troop does not incur a fee for the canceling Scout, and
- Full refunds will be permitted after Tuesday in the case of illness or other unavoidable emergency if the refund can be made without causing the troop to incur a loss on the event.

Refunds will be made by the troop treasurer by refund to the Scout's troop account. Any exceptions or deliberation over what constitutes an "unavoidable emergency" will be decided by the troop committee.

Money-Earning Projects

Baden-Powell believed that a Scout should learn to pay his own way. In support of this objective, Troop 407 conducts money-earning projects for general troop support, offering an opportunity for the individual Scout to earn money for his Scouting activities and equipment, or a combination of both.



Money-earning projects may be initiated in a number of ways:

- The troop has standing projects that are conducted each year. Chief among these are the council popcorn sale and our work at Michigan International Speedway.
- The troop committee may recommend, or the patrol leaders' council may request, a fund-raising project to raise troop funds for general or specific needs, or to allow the boys to raise funds for their Scout accounts.
- A high-adventure crew may propose a fund-raising project to defray the cost of their trek.
- A Life Scout may want to conduct a fund-raiser to support his Eagle Scout Leadership Service Project.

The patrol leaders' council and the troop committee work as partners in money-earning projects. Once a project has been approved by the patrol leaders' council, the troop committee, the

chartered organization, and the local council, the patrol leaders' council has the responsibility to ensure that there is adequate Scout participation, and the troop committee enlists parent support. **It is important to realize that, since the Scouts are the beneficiary of a money-earning project, they must undertake a significant responsibility for its success.**

The Boy Scouts of America has specific rules for unit-conducted money earning projects, found on page 2 of the Unit Money-Earning Application. Those proposing or planning projects must be aware of these rules.

The troop committee will determine the allocation of funds and the method of calculating payments to Scout accounts when it approves the money-earning project.

Scout Accounts

The troop treasurer shall establish and maintain a Scout Account for each registered Scout of the troop and a Scouter Account for each registered adult of the troop.



The purpose of the Scout Account is to help each Scout and his family to help pay for monthly campouts, summer camp, annual registration fee or any other Scouting expenses, or to purchase personal gear that will be used for Scouting activities, such as camping equipment.

If a Scout elects to use funds in his Scout Account to pay for a campout, he must indicate on his permission slip that the monies are to be taken from his account for payment of that campout. If a Scout elects to use his Scout Account to purchase camping equipment, the Scout must present the original store receipts demonstrating purchase of camping equipment before monies will be disbursed.

Funds may be transferred between the accounts of members of the same family at the request of a parent.

If a Scout or Scouter should at any time leave Scouting (not transfer to another unit), his Scout Account balance will be closed out and all monies placed into the general checking account of the troop 90 days after the next charter renewal.

If a Scout should leave the troop and transfer to another Scouting unit, the Scout can request that his Scout Account balance be transferred to his new unit. The Scout must provide to the Troop 407 treasurer the name and address of the treasurer of the unit the Scout is joining. The troop treasurer will then send to the treasurer of the Scout's new unit a check made

payable to that unit. The check will not be made payable to the Scout. The request must be received within 90 days following the Scout's departure from Troop 407.

Once a Scout reaches the age of 18, and remains with the Troop in an adult capacity, the balance in his Scout Account will be automatically transferred to his Scouter Account.

Reimbursement for Driving Expenses

An adult who drives his or her personal vehicle and tows the troop trailer to campouts or other troop activities shall be reimbursed at the current IRS rate for charitable mileage reimbursement, or the actual cost of motor fuel and oil, whichever is greater, plus tolls. Reimbursement for towing the trailer shall be made in cash or by credit to the Scouter Account of the driver at the driver's option. Mileage shall be determined by the troop transportation coordinator and approved by the committee. Any disputes arising from the interpretation of this policy shall be settled by the troop committee, and any such determination shall be final.

Friends of Scouting

Friends of Scouting (FOS) is the annual council fund-raising campaign that provides Scout families, community organizations, and local businesses the opportunity to support Scouting in their communities. Because the annual registration fee goes directly to the national organization, and dues and fundraising benefits the troop, our council asks Scouting families and the community to help with the cost of services such as camps and camp operations, camporees, activities, and events, professional staff, insurance, Scout shops, service centers, materials and equipment, volunteer and professional training, program and recruiting materials, and property maintenance. It costs our council roughly \$176 per Scout per year to provide these services.



FOS
THANK YOU

Troop 407 conducts a Friends of Scouting drive each year, but families can enroll and become Friends of Scouting at any time through the council website. We encourage each and every Troop 407 family to be a Friend of Scouting to ensure that this excellent program continues to be available for our boys' generation and generations to come. Contributions to Friends of Scouting are tax-deductible, and many employers will match their employees' contributions.

Section 5

Advancement

Advancement in Boy Scouting sets a pattern of setting positive, attainable and challenging goals and reaching them throughout life. Even though it's not one of the primary aims of Scouting, advancement is one of eight methods BSA uses to achieve the aims, and is a natural byproduct of the Scouting experience. Simply put, when Scouts do what Scouts do, Scouts advance!

Scouting skills—what a young person learns to do—are important, but not as important as the growth achieved through participating in a troop program. The concern is for total, well-rounded development. Age-appropriate surmountable hurdles are placed before members, and as they face them they learn about themselves and gain confidence. Success is achieved when we fulfill the BSA Mission Statement and when we accomplish the aims of Scouting: character development, citizenship training, and mental and physical fitness. We know we are on the right track when we see youth accepting responsibility, demonstrating self-reliance, and caring for themselves and others; when they learn to weave Scouting ideals into their lives; and when we can see they will be positive contributors to our American society.

Though certainly goal-oriented, advancement is not a competition. Rather, it is a joint effort involving the adult leaders, the boys, other volunteers such as merit badge counselors, and the family. Though much is done individually at their own pace, youth often work together in groups to focus on requirements or participate in a Boy Scout campout. As they do this, we must recognize each young person's unique combination of strengths and weaknesses. As watchful leaders, either adult or youth, we lend assistance as called for and encourage members to help each other according to their abilities.

Rank Advancement

Advancement in Boy Scouts follows these four basic steps:

- The Scout Learns
- The Scout is Tested
- The Scout is Reviewed
- The Scout is Recognized



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.

Joining Requirements (The Scout Badge)

Upon joining, a new Boy Scout must know the “basics” of Scouting – the oath and law, motto, sign, slogan, handshake – all of which he already learned for Arrow of Light. Once he has a welcome conference with the Scoutmaster and completes the child abuse exercises with his parents, he's awarded the Scout

badge. This should take place no later than his first or second troop meeting.

The Early Ranks (Tenderfoot, Second Class, First Class)

A Scout then advances through ranks, not in step with others, but at his own pace. He does so in the first few ranks by learning and using what are known as “Scout skills” - first aid, camping, knots and lashings, fire building, cooking, outdoor ethics – along with activities involving nature, citizenship, personal fitness, aquatics and service to others. He can work on the

The Scout learns

requirements in any order – he doesn't have to finish all the Tenderfoot requirements before he starts working on Second Class, for instance – but he does have to complete them in order, one at a time. (There's no minimum time, either, between these ranks – we've had boys finish two ranks on the same day.) His goal should be to reach First Class within the first year to 18 months after joining the troop. Scouts who do so are far more likely to continue in Scouting and get the most out of it.



Normally, Scouts will work on advancement requirements with the other Scouts in his patrol (the Scout learns), but he can practice with parents or other family members. Most of the skills will be used or learned during the ordinary course of patrol and troop meetings and practiced during weekend campouts or summer camp. Skills generally cannot be mastered by performing them just once; some will be an ordinary part of his experience in Scouting and become second nature. Learning is also reinforced by teaching the skills to younger Scouts as he grows.

Once he feels he has a good understanding and ability in a particular requirement, he demonstrates the skill or completion of the requirement and has the space for that requirement in the back of his handbook initialed. This is done, not by adult leaders, but by another Scout who is at least two ranks above the rank being tested. It's recommended that no more than four requirements be signed by the same Scout.

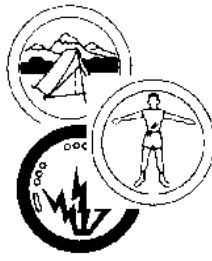
The Scout is tested

Parents do not sign off on their own sons' advancement, though if a Scout's brother is in the troop he can do so, as long as he meets the rank separation guideline and doesn't sign off any more requirements than any other Scout would.

The Higher Ranks (Star, Life, Eagle)

Once a Scout reaches First Class, his focus shifts to leading and serving others and earning merit badges. There are over 120 merit badges covering a wide variety of subject areas. Fifteen of these are “Eagle-required” and some must first be earned for the Star and Life ranks. These ranks also require service in a troop position of responsibility and participation in service projects. At this point, roughly one rank per year is the norm.

While a Life Scout, a boy completes additional merit badges for a total of at least 21 (though he will usually want to do many more than that because they are fun and interesting), serves in a position of responsibility, and undertakes leadership of a major service project in the community. After satisfactory completion of these requirements, he earns Scouting's highest rank – Eagle.



Requirements for each rank are outlined in the *Scout Handbook* and are current at the time of publication, but the most current requirements, which change from time to time, are listed in the annual BSA publication *Boy Scout Requirements*. In most cases when requirements change, BSA will specify an overlapping period during which a Scout may use either the old or new requirements for a rank. In general, once a Scout has started working on a rank, he may use either all of the old, or all of the new, requirements, but must meet the new requirements for subsequent ranks once he completes the rank he is currently working on. The same practice is followed when merit badge requirements change.

The Scoutmaster Conference

A Scout will meet regularly with the Scoutmaster to discuss his activity in the troop and his understanding and practice of the ideals of Scouting. This Scoutmaster conference is also used to discuss goals and accomplishments and is required for each rank advancement. Once a Scout completes the requirements for a rank, or nearly so, he asks the Scoutmaster to schedule a conference, which are normally held during troop meetings or on

**The Scout
is reviewed**

campouts. He'll bring his *Scout Handbook* and a pen, and wears his Scout uniform – as much of it as he owns, with insignia correctly displayed. The Scoutmaster will review the Scout's progress, find out if he had any difficulty with the requirements and how he likes his experience in the troop, and prepare him for the board of review.

Scouts do not have to wait until they have completed the requirements for a rank in order to ask for a Scoutmaster conference. They may talk with the Scoutmaster at any time that is convenient, either formally or informally.

The Board of Review

The final step to completing a rank advancement is a board of review. This is an informal conversation with usually three members of the troop committee, not including the Scoutmaster or assistant Scoutmasters or the Scout's parents. The board of review is not a retest; rather, it's an opportunity for the Scout and the committee members to get to know each other and discuss his perception of the troop program, any difficulties or highlights he may have experienced along the way, how he integrates Scouting into his daily life, and what his future plans are. When attending a board of review, he brings his *Scout Handbook* and a pen, and wears his Scout uniform as he did for his Scoutmaster conference.

The Scoutmaster will notify the troop advancement chair when the Scout is ready for a board of review. Scouts should confirm their board of review appointment with the advancement chair at least one week beforehand.

A board of review for ranks other than Eagle will normally be held during a troop meeting, campout, summer camp, or other event at which adult committee members are customarily present. Boards of review are normally held during the troop meeting on the second Tuesday of each month (or occasionally on a different night depending on troop meeting scheduling); the schedule will be published in the troop calendar.

Recognition

A rank is officially earned when a Scout completes his board of review. Immediate recognition is the norm, so the Scout will be recognized in front of the troop, usually that evening or the following week, where he will receive his new rank patch and be congratulated by the troop leadership.

**The Scout
is recognized**

Scouts are formally recognized for rank advancements and merit badges in front of family and friends during a ceremony at the next troop court of honor, and are presented with a certificate card and a rank pin ("mother's pin"). Troop 407 usually schedules courts of honor in the fall, winter and spring. Parents, other family members, and friends are invited and encouraged to attend all Courts of Honor.

While a Scout is considered to have earned his new rank when he successfully completes his board of review, the advancement must still be submitted to and recorded by the council.

Therefore, to allow sufficient time for the record-keeping to be completed and insignia and other materials obtained, the board of review must be completed at least one week prior to a troop court of honor in order for the Scout to be properly recognized at the court of honor.

It is important that the Scout keeps his handbook and all advancement cards received at courts of honor. This is his record in the event that the advancement information at the troop or council level differs from his own, and can help resolve issues when applying for Eagle Scout rank.

Eagle Leadership Service Project Approval by the Troop 407 Committee

The Eagle Scout advancement process is defined in the BSA publication *Guide to Advancement*, BSA Supply No. 33088. Units may not add any requirements to this process. The following steps are in compliance with this procedure.

A Life Scout who wishes to pursue the rank of Eagle selects and invites an adult mentor, other than his own parent, to be his Eagle Adviser. This can be any adult – he or she does not need to be affiliated with Troop 407 or with Scouting. An Eagle Adviser must, however, have a clear understanding of the Life to Eagle process, and be willing to work with the candidate. A good choice would be an adult Eagle Scout, a parent of an Eagle Scout, or another adult who has previously served as an Eagle Adviser. The Scoutmaster should be consulted about the selection of Eagle Adviser. The Eagle Adviser must be currently BSA Youth Protection Trained regardless of BSA registration or membership.

The candidate, his parent(s), and the Eagle Adviser are encouraged to attend a Life-to-Eagle seminar offered periodically by the local council prior to beginning the project process.

An Eagle candidate's adviser will guide the candidate through the process and advise him on the proper procedure for obtaining approvals for his Eagle Service Project. In order to ensure adequate review and compliance with BSA procedures, the adviser may not personally sign off on any of the required approvals.

Project approvals are obtained in the following sequence:

- Authorized representative of the benefiting organization
- Scoutmaster (or designated assistant Scoutmaster) and the troop committee, by the committee chair or other registered committee member specifically designated by the committee chair
- District advancement committee according to their procedures

As with all other advancements, no person is allowed to sign off on his or her own son's Eagle workbook or application.

In order to obtain the approval of the troop committee:

- The candidate requests to have his project proposal reviewed by representatives of the troop committee by contacting the committee chair at least one week in advance, and the committee chair will confirm the candidate's appointment to meet with the Committee. The candidate must have obtained signatures from the benefactor and, ideally, the Scoutmaster prior to meeting with the committee.
- At the meeting, the candidate delivers a short presentation, usually five to ten minutes in length, accompanied by a poster or other visual aid as needed to clearly explain the scope of the project. The

presentation is followed by a question-and-answer period with the Committee. A one-page informational handout should be provided, and a copy of the Eagle workbook should be provided for committee members to refer to during the discussion. The candidate should also provide a draft of any promotional materials such as flyers to announce his project and to recruit volunteer workers if he has prepared them.

- At the conclusion of the presentation and discussion, absent any objections, the committee gives its approval and the Eagle workbook is signed as stated above unless there are specific deficiencies with the project proposal.
- If deficiencies are found, they will be stated along with specifications for clearing them, and a date given by which the candidate shall appear again before the committee. The date is to be agreed upon by the candidate and the committee, and should be within the following 30 days. A summary shall be provided to the Eagle candidate in writing or via e-mail. The committee may allow final approval to be granted at the discretion of the committee chair when the deficiencies are satisfied.

After receiving committee approval, the candidate contacts the district advancement committee member responsible for Eagle project approval to obtain approval of the district advancement committee.

Actual work on the project, including fund-raising, may not go forward until all four approvals have been obtained.

In order to prevent the unnecessary delay of a project, the committee chair may call a special meeting of not fewer than three committee members to consider approval of a project. The candidate should expect to deliver updates on his project's progress to the committee at its regular meetings, either in person or in writing.

In instances where the Eagle candidate is the committee chair's own son, the committee chair shall recuse himself or herself from the entire proceeding. In such instances, another committee member appointed with the consent of the committee (normally the troop advancement chair) shall substitute for the committee chair's functions.



Because Eagle projects are considered unit activities, the Eagle candidate and his adviser must ensure that the BSA's rules are followed, including having qualified two-deep leadership present when work is being done, and requesting committee action on any needed approvals such as tour plans and money-earning permits.

The typical time from inception to completion of an Eagle project is from 25 to 67 weeks. Therefore, candidates are cautioned to avoid giving or accepting any time-frame commitments to the benefiting organization, because the approval process is not within his control. The committee will not be obligated to make

special accommodations to a candidate because of failure to adequately plan his project in a timely manner.

(Adopted by the troop committee, October 28, 2010 and amended December 1, 2011)

Scout Spirit

Part of every rank advancement is the requirement to "demonstrate Scout spirit by living the Scout Oath and Scout Law in your everyday life."

"Do a Good Turn daily."

- The Scout slogan

"Be Prepared."

- The Scout motto

The ideals of the Boy Scouts of America are spelled out in the Scout Oath, Scout Law, Scout motto, and Scout slogan. Members incorporating these ideals into their daily lives - at home, at school, in their religious life, and in their neighborhoods, for example - are said to have **Scout spirit**. In evaluating whether a member has fulfilled this requirement, it may be best to begin by reflecting on what Scout spirit and living the Scout Oath and Scout Law mean to him. Young people know when they are being kind, or helpful, or a good friend to others. They know when they are cheerful, trustworthy, or reverent. All of us, young and old, know how we act when no one else is around.

Evaluating Scout spirit will always be a judgment call, but through getting to know a young person and asking probing questions, we can get a feel for it. We can say, however, that we do not measure Scout spirit by counting meetings and outings attended. It is indicated, instead, by the way he lives his life.



Section 6

The Outdoor Program

Outdoor adventure is the promise made to boys when they join Scouting. Boys yearn for outdoor programs that stir their imagination and interest.

In the outdoors, boys have opportunities to acquire skills that make them more self-reliant. They can explore canoe and hiking trails and complete challenges they first thought were beyond their ability. Attributes of good character become part of a boy as he learns to cooperate to meet outdoor challenges that may include extreme weather, difficult trails and portages, and dealing with nature's unexpected circumstances.



Scouts plan and carry out activities with thoughtful guidance from their Scoutmaster and other adult leaders. Good youth leadership, communication, and teamwork enable them to achieve goals they have set for themselves, their patrol, and their troop.

Learning by doing is a hallmark of outdoor education. Troop meetings offer information and knowledge used on outdoor adventures each month throughout the year. A Scouting skill may be described and demonstrated at a meeting, but the way Scouts truly learn outdoor skills is to do them themselves on a troop outing.

Scouting uses the patrol method to teach skills and values. Scouts learn quickly that by working together and sharing duties, the patrol can accomplish far more than any of its members could do alone. The patrol succeeds when every member of the patrol succeeds and Scouts learn that good teamwork is the key to success.

Exercise and fitness are part of the outdoor experience. As Scouts hike, paddle, climb, bike, or ride, their muscles become toned and their aerobic capacity increases. When they work as a patrol to plan menus for their outings, they learn to purchase cost-effective ingredients to prepare flavorful and nutritious meals.

Service to others and good citizenship is learned through such outdoor activities as conservation projects, collecting food, building trails and shelters, and conducting community service projects that promote healthy living. Through helping other



people, Scouts learn to appreciate how they can share themselves and their blessings to those in need. By giving service to benefit others, Scouts gain a sense of personal satisfaction.

Types of Outdoor Activities

What are typical Scout outdoor activities? For younger Scouts, less-rugged activities are more appropriate as they begin to acquire outdoor knowledge and skills. As they get older, more challenging experiences await.

- **Day hikes**—Reasonably short hikes (3 to 10 miles) in terrain without a lot of elevation gain or loss.
- **Service projects**—Daylong projects that may be related to conservation, food collection, building shelter, or healthy living activities.
- **Patrol activities**—A Boy Scout patrol may hike or camp with other patrols in the troop or, with the permission of their Scoutmaster and parents or guardians, may hike or camp on their own with appropriate supervision.
- **Weekend overnights**—Troop 407 plans and carries out outings once a month, camping Friday and Saturday night in a variety of camps and conducting a range of activities – or just a weekend to be outdoors and use their Scout skills.
- **Camporees**—Our district and, occasionally, our council plan camporees and other outings during the year that give Scouts an opportunity to test their knowledge and skills in competitive events with other troops and patrols. Sometimes we go out of council and even out of the country.
- **Summer camp**—Summer camp is what many Scouts enjoy most. Camp programs provide numerous opportunities for Scouts to earn merit badges along their advancement trail. Resident camp includes at least five nights and six days of fun outdoor activities.
- **Jamborees**—Every four years, the Boy Scouts of America hosts a national Scout jamboree. More than 40,000 Scouts and adults from across the country participate in this 10-day event filled with the most popular and highest quality outdoor activities Scouts enjoy. To participate, a Scout must be at least 12 years of age by July 1 of the jamboree year and be a First Class Scout.
- **National high adventure**—The BSA operates national high-adventure bases and programs. With two locations in the Florida Keys, the Florida National High Adventure Sea Base offers a variety of aquatic and boating programs. The Northern Tier National High Adventure Program, based in northern Minnesota with



two satellite bases in Canada, provides a variety of canoe treks and programs. Philmont Scout Ranch in the mountains of New Mexico provides excellent backpacking treks. Age requirements for these programs vary, but most programs are rugged and designed for older Scouts.

- **Troop high adventure**—The highest level of challenge for a troop is to plan and carry out its own high-adventure experience. These activities for more experienced Scouts are planned and implemented by youth members with coaching from their adult leaders.

Leave No Trace

Every Scouting activity is planned with Leave No Trace principles in mind. Leave No Trace is a method that prepares Scouts to make ethical choices in the outdoor environment and to respect the rights of other outdoor users, as well as future generations. It's an awareness and an attitude rather than a set of rules. It applies in your backyard or local park as much as in wilderness or backcountry areas. The principles of Leave No Trace are:

- Plan ahead and prepare.
- Travel and camp on durable surfaces.
- Dispose of waste properly (pack it in, pack it out).
- Leave what you find.
- Minimize campfire impacts.
- Respect wildlife.
- Be considerate of other visitors.

Personal equipment needs

Troop 407 owns a great deal of camping equipment – such as tents, stoves, and lanterns - which the Scouts use on weekend campouts and at summer camp, so the individual Scout and family investment in gear is relatively small. Still, some well-chosen essential personal equipment will make your son's camping experience a happy one. A fairly comprehensive list can be found in the frequently-asked questions section of the troop website. Here's a good starter list of gear:

- **Sleep system** consisting of a sleeping bag, ground pad and pillow. For most campouts, the sleeping bag need not be anything special, but for colder-weather campouts, a zero-degree mummy bag is more comfortable. The ground pad should be a closed-cell foam type (e.g. RidgeRest) or self-inflating type. Air mattresses should be avoided because they don't insulate well and usually require power to inflate
- **Appropriate clothing** for the weather expected on the campout. Rather than one heavy layer, multiple layers



are suggested as they can be removed as needed when the temperature changes. Long pants are a must in all seasons – it gets chilly and buggy at night. Extra shirts, pants and socks (avoid cotton) and a sturdy rain jacket (not a plastic poncho) are recommended, and two pairs of shoes are handy – a good sturdy pair for hiking, and a pair of sneakers for around camp or in case the hiking shoes get wet. A hat can protect against the sun in summer and a warm cap should be worn in cooler weather. We travel in uniform so he'll wear that on the trip to camp.

- **Mess kit** or plate, mug and silverware, plus a water bottle such as Nalgene. Campers should drink plenty of water.
- **A flashlight** or headlamp, compass, and pocket knife (if the Totin' Chip has been earned)
- **Scout Handbook** with pen, and some paper or a small notebook
- **Backpack or duffel** to carry everything to and from camp
- **Medications** in a Ziplock bag with the troop medication form completed

Additional suggestions for cold-weather camping, and for summer camp, can be found on the website. You can always feel free to talk with experienced Scout and adult campers for answers to your questions or advice on which gear to get.

It's important that the Scout pack his own gear and not let his parents pack for him.

You can help him make a list of what he needs to bring (don't tell him what he needs – ask him questions that lead him to discover the answers), but when it comes to picking things out and packing, let him do it. It's the only way he will learn.

What not to bring

Scouts should not bring to camp:

- **Electronic toys and gadgets** - games, iPods, etc. (They can be used in the car traveling to and from camp but must be left in the car)
- **Cell phones** - these should not be carried or used in camp because they are a distraction. Boys may bring them in the car to and from camp, but they must be left in the car. Adults are requested to keep their phones in the car as well. You won't need to call or text him – he'll be just fine (he is your son, after all), and we have your number in the unlikely event we need to contact you.
- **Snacks and soda** - We do not permit Scouts to bring soda pop, snacks, etc., and parents do not bring them for their sons. Soda is not permitted because it is not healthful and generates more trash (or must be packed out). The excessive sugar contributes to behavior issues and the caffeine in many sodas can

dehydrate. Water is preferred. Individual snacks are not permitted because the patrol will plan their own meals together and do their own shopping.

- **Open-toed shoes** (flip flops, sandals) except when worn at the waterfront. Closed-toe shoes only while in camp. This is to prevent stubbed toes.

Under no circumstances is food ever kept in tents; it attracts animals, which will invade and destroy the tent to get it.

Dangerous behavior

Rules of common sense apply:

- We don't permit boys to play with **sticks**. Hiking staves are OK as long as they are used for hiking and not for dueling.
- **Pocket knives** (no longer than 4 inches) may be brought and used appropriately as long as the Scout has earned the Totin' Chip, may be used only in a designated Ax Yard under the direction and permission of the Ax Marshal, and not otherwise prohibited (such as during a planned activity).
- **Running** is not allowed in camp. There is plenty of forest (and tent stakes) to trip over, and running makes it more likely that an injury will occur.

Adults should enforce these rules against dangerous behavior if they see an infraction, in a firm but constructive and non-condescending manner.

- **Campfires** are to be tended only by the Fire Marshal or another Scout that he designates. (Adults **do not** tend the Scouts' fires.) All who tend the fire must have earned the Fireman's Chit. Scouts are not permitted to poke at the fire with sticks. If it goes in the fire, it stays in the fire. Everyone must obey the direction of the Fire Marshal when at the campfire.

Because Scouting is boy-led, the Scouts themselves are responsible for enforcing the rules. Adults monitor (from a distance) to make sure the rules are followed. If an adult sees a dangerous situation, he or she should stop the behavior at once, but any other issues need to be taken up with the Scoutmaster, who will address it as appropriate.

Adults on troop campouts

Baden-Powell taught the lessons of leadership to boys in a giant laboratory called The Outdoors. It's no surprise, then, that camping is the heart of Boy Scouting, so please take a few minutes to understand Boy Scout camping. Boy Scouting is **absolutely different** from Cub Scouting or Webelos! And while parents sometimes accompany the Scouts on campouts, the

Scouts camp with their patrols and **not** with their parents and family members!

Boy Scout camping activities center on the patrol, where boys learn teamwork, leadership, and most camping skills. It is important that adults not be in the middle of patrol activities such as site selection, tent pitching, meal preparation, and anything else where boys get to practice decision-making.

A key difference between Boy Scouting and Cub Scouting is **leadership**. Look for the word "leader" in a job title, and you will begin to appreciate the difference. The responsible person for a Cub Scout or Webelos Scout den is the adult den leader. The responsible person for a Boy Scout patrol is the boy **patrol leader**.

This isn't token leadership (like a denner). A patrol leader has real authority and genuine responsibilities. Much of the success, safety, and happiness of six to ten other boys depends directly on him.

Boy Scouting teaches leadership. And boys learn leadership by practicing it, not by watching adults lead.

So what do we adults do, now that BSA gives the boys so much direct authority? Here are our troop's guidelines on the indirect, advisory role you now enjoy (no kidding, you should enjoy watching your son take progressively more mature and significant responsibilities as he zooms toward adulthood).

The underlying principle is: Never do anything for a boy that he can do himself.

We allow boys to grow by practicing leadership and by learning from their mistakes. And while Scout skills are an important part of the program, what ultimately matters when our Scouts become adults is not whether they can use a map and compass, but whether they can offer leadership to others in tough situations, and can live by a code that centers on honest, honorable, and ethical behavior.

Boys need to learn to make decisions without adult intervention (except when it's a matter of immediate safety). Boys are in a patrol so they can learn leadership and teamwork without adult interference.

Being an adult adviser is a difficult role, especially when we are advising kids (even worse, our own sons). The BSA offers special training for the adult role, which we expect our uniformed adults to take. And any adult is welcome - and encouraged - to take the training too.

After a parent goes on a couple campouts, he or she is invited to become a member of our "Moose" (adult) patrol. This patrol has several purposes-good food and camaraderie (of course), but more important is providing an example the boy patrols can follow without our telling them what to do (we teach by example). Since a patrol should camp as a group, the "Moose" do so also; that way, adults don't tent in or right next to a boy patrol where your mere presence could disrupt the learning process. We practice the same camp etiquette we expect of the boys; for example, we don't just wander in to a patrol campsite but ask for

permission to enter, just as the boys are expected to do when entering other patrols' (or the adults') sites.

Troop 407 adults tent separately from the Scouts (even dads & sons). Three hundred feet between patrols is a common separation where the campsite allows for it. We also either cook and eat separately, or are invited by the patrols to join them for meals. We are safely nearby, but not smotheringly close. Sure, go ahead and visit the patrol sites (not just your son's), talk to your son (and the other Scouts), ask what's going on or how things are going. But give the guys room to grow while you enjoy the view. Show a Scout how to do something, but don't do it for him. Avoid the temptation to give advice, and don't jump in just to prevent a mistake from happening (unless it's serious). We all learn best from our mistakes. And **let the boys lead**. If you see something that needs doing, like dirty dishes on a table or a fallen clothesline, don't do it yourself, and don't just tell the boys to do it either. Mention it to the Scoutmaster, and if it's important enough, he'll bring it up with the Senior Patrol Leader, who will decide how to handle it.

Your job is tough, challenging, and ultimately rewarding, because your son will be a man the day after tomorrow.

The Order of the Arrow

The Order of the Arrow (OA) is Scouting's national honor society. For more than 95 years, the OA has recognized Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives. This recognition provides encouragement for others to live these ideals as well. Arrowmen are known for maintaining camping traditions and spirit, promoting year-round and long-term resident camping, developing leaders, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich, support, and help to extend Scouting to America's youth.

The purpose of the OA is to:

- Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of

every Scout's experience, in the troop, year-round, and in summer camp.

- Develop leaders with the willingness, character, spirit and ability to advance the activities of their troops, our Brotherhood, Scouting, and ultimately our nation.
- Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

To be eligible for membership in the OA, registered members of a troop must experience 15 days and nights of Scout camping, including one long-term camp. Youth members must be First Class, be approved by the Scoutmaster and elected by the other youth members of the troop. Adults who meet the camping requirement, and who have demonstrated abilities to be of service to youth and have the potential to help the Order fulfill its purpose, may be recommended to the lodge adult selection committee.



Once elected, a candidate completes the induction process, called the Ordeal, the first step toward full membership in the Order. Upon completion of the Ordeal and its ceremony, the member is expected to strengthen his involvement in the unit and encourage Scout camping. After 10 months of service as an Ordeal member and after fulfilling certain requirements, a member may take part in the Brotherhood ceremony, which places further emphasis on the ideals of Scouting and the Order. Completion of this ceremony signifies full membership in the Order of the Arrow.

OA members can be recognized by the distinctive patch worn on the right pocket flap on the uniform shirt, and by the white sash with a red arrow worn at formal events. Arrowmen help the Scouting program in many ways, primarily by supporting the outdoor program through camp promotion and improvement at Scout camps and national high adventure bases, and by assisting troops and packs with ceremonies such as for Arrow of Light. The OA makes available excellent leadership training for its members, along with opportunities for fun, fellowship and adventure.

Despite some common misconceptions, the OA is not a secret organization, nor does it tolerate hazing or demeaning initiation pranks. Its ceremonies, while not secret, are cloaked to create an element of mystery and discovery for the participants. Parents who wish to know more may discuss the OA and its practices with the chapter or lodge adult advisers.



Section 7

Leadership and Training Opportunities For Scouts

One of the hallmarks of the Boy Scout program is the way it trains young people to be leaders by allowing them to lead themselves in almost every aspect of troop program operations. Every boy has an opportunity to be a leader in one way or another, and every youth position of responsibility will help him not only serve his troop and his fellow Scouts, but will serve him well into adulthood.



There are many positions of responsibility available to Scouts. Once a boy reaches First Class rank, service in an approved position of

responsibility is required in order to advance further. The positions that qualify for advancement are listed in the most current edition of *Boy Scout Requirements*. As part of his Scoutmaster conferences and boards of review, a Scout is encouraged to explore and consider the type of leadership and service he feels he is best suited to undertake.

Many of the positions require that a boy take responsibility for a particular function in his patrol or for the troop, such as caring for the equipment, taking notes at meetings, or maintaining first aid supplies. Others are considered leadership positions. The distinction is that a boy in a leadership position is responsible for leading others, such as coordinating a patrol's duty roster for a campout, representing his patrol at troop-level leadership meetings, or training other Scouts.

Every Scout in a position of responsibility is expected to show Scout spirit, set a good example, wear the uniform correctly and live by the Scout Oath and Law.

The positions of responsibility are described in the *Scout Handbook*. Here is a summary of those positions. We have separated them into **Leadership Positions**, in which boys are directly responsible for leading other boys, and **Official Positions of Responsibility**, in which boys take care of essential troop functions. Except as noted, all are defined in the BSA's *Guide to Advancement* as positions which qualify toward rank advancement. Also listed are **Unofficial Positions of Responsibility**, those which are not specified as qualifying toward rank advancement but may qualify at the discretion of the Scoutmaster if they comprise fulfillment of an assigned leadership project.

Leadership Positions

Senior Patrol Leader

The Senior Patrol Leader (SPL) is elected by all the Scouts in the troop as the top youth leader of the troop. The SPL is not a member of a patrol during his tenure. The duties of the SPL are:

- Runs all troop meetings, events, activities, and the annual program planning conference.
- Runs the Patrol Leaders' Council (PLC) meetings.
- Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists the Scoutmaster with junior leader training.



Assistant Senior Patrol Leader

The Senior Patrol Leader (SPL) appoints one or more Assistant Senior Patrol Leaders (ASPL). The ASPLs are not members of a patrol during their tenure. The duties of the ASPLs are:

- Helps the senior patrol leader lead meetings and activities.
- Runs the troop in the absence of the senior patrol leader.
- Helps train and supervise the troop scribe, quartermaster, instructor, librarian, historian, and chaplain's aide.
- Serves as a member of the patrol leaders' council.

Patrol Leader

The Scouts of every patrol elect their own Patrol Leader. Patrol Leaders are members of the Patrol Leaders' Council. When a Scout accepts the position of patrol leader, he agrees to provide service and leadership to his patrol and troop. No doubt he will take this responsibility seriously, but will also find it fun and rewarding. In many ways, the Patrol Leader, not the SPL, is the most important youth leader in the troop because he is directly responsible for the welfare of those in his troop. A patrol leader is expected to do the following:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a specific duty (quartermaster, scribe, grubmaster, cheermaster, etc.).
- Represent the patrol at all patrol leaders' council meetings and the annual program planning conference.
- Prepare the patrol to participate in all troop activities.



- Work with other troop leaders to make the troop run well.
- Know the abilities of each patrol member.

Assistant Patrol Leader

The Patrol Leader of each patrol appoints an Assistant Patrol Leader. Service as an Assistant Patrol Leader does not qualify for rank advancement purposes, but is still an essential role in the patrol and can serve as an introduction to leadership. The duties of the APL are:

- Helps the patrol leader plan and steer patrol meetings and activities.
- Helps him keep patrol members informed.
- Helps the patrol get ready for all troop activities.
- Represents his patrol at patrol leaders' council meetings when the patrol leader cannot attend.

Troop Guide

The Troop Guide is appointed by the Senior Patrol Leader with the consent of the Scoutmaster. A Troop Guide preferably has been a Patrol Leader. Troop Guides are assigned to a specific New Scout Patrol, and are not part of another patrol during their tenure, although he may participate in the activities of a Venture Patrol.

The duties of the Troop Guide are:

- Introduces new Scouts to troop operations.
- Guards new Scouts from harassment by older Scouts.
- Helps new Scouts earn First Class rank in their first year.
- Teaches basic Scout skills.
- Coaches the patrol leader of the new-Scout patrol on his duties.
- Attends and works with the patrol leader at patrol leaders' council meetings.
- Assists the assistant Scoutmaster with training.
- Counsels individuals Scouts on Scouting challenges.

Junior Assistant Scoutmaster (JASM)

The Junior Assistant Scoutmaster (JASM) is a Boy Scout who is 16 to 18 years old and has been appointed by the Scoutmaster to this position. The JASM has normally already served in troop leadership positions. The Junior Assistant Scoutmaster:

- Functions as an assistant Scoutmaster
- Performs duties requested by the Scoutmaster
- When serving as an assistant Scoutmaster, the JASM follows all BSA youth policies regarding two-deep adult leadership, sleeping quarters, driving, etc.

Den Chief

The Den Chief, a volunteer position serving at the request of the Cubmaster of a Cub Scout pack, is selected by the senior patrol leader and Scoutmaster. A Den Chief is assigned to a den in a Cub Scout pack. A Den Chief needs to be of First Class rank or nearly so, and a Boy Scout for at least one, and preferably two or more, years. Training is offered by the local council, and Den Chiefs are expected to attend. The Den Chief:

- Knows the purposes of Cub Scouting.
- Helps Cub Scouts achieve the purposes of Cub Scouting.
- Serves as the activities assistant at den meetings.
- Sets a good example through attitude and uniforming.
- Is a friend to the boys in the den.
- Helps lead weekly den meetings.
- Helps the den in its part of the monthly pack meeting.
- Knows the importance of the monthly theme and pack meeting plans.
- Meets regularly with the den leader to review den and pack meeting plans. Meets as needed with adult members of the den, pack, and troop.
- Receives training from the den leader (and Cubmaster or Assistant Cubmaster) and attend Den Chief Training.
- Encourages Cub Scouts to become Webelos Scouts when they are eligible.
- Encourages Cub Scouts to join a Boy Scout troop upon graduation.
- Helps the denner and assistant denner to be leaders.

Official Positions of Responsibility

The following are volunteer positions, appointed by the Senior Patrol Leader and approved by the Scoutmaster. These positions qualify for rank advancement for Star, Life and, except as noted, Eagle.

Scribe

- Attends and keeps a log of patrol leaders' council meetings.
- Records individual Scout attendance and dues payments.
- Records individual Scout advancement progress.
- Works with the troop committee member responsible for records and finance.
- Provides a substitute for all troop functions that he can not attend

Quartermaster

- Works with the Adult Equipment Coordinator

- Maintains an inventory and repair record of all troop equipment and supervises its repair
- Responsible for issuance of all troop equipment for all Troop functions where equipment is required whether he attends these functions or not
- Inspects all equipment being returned to storage
- Reports status of troop equipment to the senior patrol leader. Suggests new or replacement equipment.
- Attends all campouts to administer all troop equipment and provides a substitute for campouts that he can not attend
- Responsible for preparing the trailer for each campout. Enlists the aid of an adult and others to perform this duty.
- During the campout he is exempt from the duties of setting up or tearing down. His primary duties are the issuance of all required equipment; the loading and unloading of the troop trailer (note: adults do not load or unload the trailer); inspection of all equipment; keeping a log of equipment usage by Scout and patrol; assign equipment that needs to be taken home and dried out at the end of each campout and collects returned equipment at the following troop meeting.

Bugler

- Be proficient with a suitable instrument for playing required calls (First Call, Reveille, To The Colors, Mess, Retreat, Taps being the most common)
- Attends campouts with instrument and play bugle calls as appropriate
- Provides a substitute for campouts that he can not attend
- Serving as Bugler is a requirement of the Bugling merit badge
- Bugler does not qualify as a position of responsibility for the Eagle rank

Chaplain Aide

- The Chaplain Aide must be mature and sensitive, and have earned the respect and trust of his fellow Scouts, be at least a First Class Scout, and have received or be working on the requirements leading to the age-appropriate religious emblem for his faith.
- Assists the troop chaplain with religious services at troop activities.
- Encourages troop members to strengthen their own relationships with God through personal prayer and devotion and participation in religious activities appropriate to their faith.
- Tells Scouts about the Religious Emblems program for their faith at least once a year.

- Helps recognize troop members who receive their religious emblems, such as at a court of honor.
- Makes sure religious holidays are considered during the troop program planning process.
- Helps plan for religious observance in troop activities.
- Encourages saying grace at meals while camping or at other activities (prayers should be of an interfaith content unless all participants are of a specific faith).
- Helps promote annual Scout Sunday or Scout Sabbath.

Historian

- Gathers pictures and facts about troop activities and keeps them in a historical file or scrapbook.
- Takes care of troop/team trophies, ribbons, and souvenirs of troop activities.
- Keeps information about former members of the troop.

Librarian

- Sets up and takes care of a troop library.
- Keeps records of books and pamphlets owned by the troop.
- Adds new or replacement items as needed.
- Keeps books and pamphlets available for borrowing.
- Keeps a system for checking books and pamphlets in and out, and follows up on late returns.

Instructor

- Is a Scout proficient in one or more Scouting skills who regularly teaches those skills to other Scouts
- Typically teaches subjects that Scouts are eager to learn – especially those such as first aid, camping, and backpacking – that are required for outdoor activities and rank advancement.

Order of the Arrow Troop Representative

- The OA Troop Representative must be a registered member of the Order of the Arrow in good standing (dues paid) with the lodge and chapter
- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.

- Actively participates in lodge and chapter activities, and encourages Arrowmen in the troop to do the same, and to seal their membership in the Order by becoming Brotherhood members.
- Regularly attends troop meetings, troop campouts, and troop events during his service period.
- Works with the troop's adult OA adviser to accomplish these tasks
- Live by the Scout Oath and Law and the OA Obligation.

Troop Webmaster

- Assist the troop committee with maintenance of the troop website, social media accounts and e-mail lists
- Prepare articles for posting to the website

Leave No Trace Trainer

- Helps minimize impact on the land by teaching members the principles of Leave No Trace and improving Scouts' outdoor ethics decision-making skills.
- Must be a Scout, 14 years or older who has successfully completed the official 16-hour Leave No Trace Trainer training course
- A Scout under the age of 14, or who has not completed Leave No Trace Trainer training, may serve as an Instructor teaching Leave No Trace skills until he obtains the necessary training

Unofficial Positions of Responsibility

The following positions help the Scout learn to give leadership, practice responsibility, and perform a useful function for his patrol and troop, but they do not qualify as positions of responsibility for the purpose of rank advancement. They may be useful for Tenderfoot or Second-Class Scouts as they transition between personal skills development and service to younger Scouts.

Ax Marshal

- Works with troop Quartermaster to maintain all woods tools before, during, and after campouts.
- Teaches Totin' Chip and signs cards
- Teaches ax yard safety; i.e., first aid kit, buddy system, etc.
- Sets up or supervises set up of proper ax yard at all campouts
- Provides substitute for campouts that he can not attend

Corpsman (First Aid)

To hold this position the Scout must have earned the First Aid Merit Badge.

- Maintains the troop's first aid kit to ensure it is neat, clean, organized and up-to-date (properly supplied)
- Maintains the troop's first aid kit in a safe and familiar place when kit is not at a campout
- Ensures that the first aid kit is at all campouts, whether corpsman is on campout or not
- Provides a substitute for campouts that he can not attend

Emergency Prep

To hold this position the Scout must have earned the Emergency Preparedness Merit Badge.

- Conducts, organizes or supports one emergency preparedness activity during the year
- Counsel Scouts who are working on Emergency Preparedness Merit Badge
- Maintain and display the "personal emergency pack" at troop meetings

Fire Marshal

- Teaches 'Fire'n' Chit' and signs card
- Sets up or supervises set up of a proper and safe fire pit at all campouts
- Inspects the campsite for fire safety (fire buckets with water, fire extinguishers, etc). Reports all problems to SPL.
- Serves as, or appoints, a troop fire warden for all campouts
- Provides a substitute for campouts that he can not attend

Top Knot

- Teaches the proper tying and usage of all basic knots: square knot, sheet bend, bowline, clove Hitch, two half-hitches, and taut-line hitch
- Introduces new knots outside of basic knots at the rate of one a month
- Maintains and displays the troop knot board
- Responsible for troop/patrol campsite improvement using knots and lashings
- Provides a substitute (who is proficient in knot tying) for campouts that he can not attend

Leadership Requirements

A Scout in a position of responsibility enters into a two-way contract with the troop. He agrees to perform the responsibilities of his job to the best of his ability, and the troop agrees to give him the proper training, resources and regular feedback he needs. This training and resources are given by the Scoutmaster and assistant Scoutmasters, committee members and other youth leaders such as the assistant senior patrol leader.

While attendance and participation are extremely important in the proper performance of these duties, there is no set metric for number of meetings or campouts attended or missed. Understandably, a Scout may need to be absent from time to time because of other positive endeavors, in or out of Scouting, or noteworthy circumstances that prevent a higher level of participation. It's expected that the Scout will do his best to attend, or provide a substitute, so that the responsibilities he agreed to perform are carried out. Any problems, issues, or changes in his availability must be discussed with the Scoutmaster and Senior Patrol Leader as soon as they arise.

When a Scout assumes a position of responsibility, *something* related to the desired results must happen. It is a disservice to the Scout and to the troop to reward work that has not been done. Holding a position and doing nothing, producing no results, is unacceptable. Some degree of responsibility must be practiced, taken, or accepted.

Through regular discussions with the Scoutmaster and senior patrol leader, a Scout in a position of responsibility will receive feedback on how he is fulfilling his position. The Scoutmaster may initiate these conversations, but the Scout is also free to discuss with the Scoutmaster at any time any concerns or problems he is having. When appearing for his Scoutmaster conference for rank advancement, a Scout in a position of responsibility should not be put in a position of being denied approval for fulfilling his role if any problem with his performance was not discussed during his term through ongoing dialogue with the Scoutmaster.

Training Opportunities for Scouts

There exist within the Boy Scouts of America numerous opportunities for Scouts to learn new skills. The simplest and most common is for the boys to informally teach each other Scout skills. Senior troop leaders help to train others through ongoing dialogue, and the Scoutmaster and assistant Scoutmasters train the youth leaders through a combination of formal training sessions and on-the-job coaching and mentoring.

Sir Robert Baden-Powell, the founder of the Scouting movement, advised Scoutmasters to “Train Scouts to do a job, and let them do it. Never do anything a boy can do.”



Training of youth leaders occurs in a behind-the-scenes manner. Adults do not merely employ the boys as

“puppets” to run troop meetings and outings, nor do they interrupt youth-led activities with stage directions and other coaching. It is essential that boys undertake running their troop, for better or for worse, rejoice in their successes, and learn from their failures.

It may seem strange that we allow our sons to fail, but if we constantly interfere by preventing them from making mistakes, we take away a valuable learning experience. Our job as adults is to ensure that failure is *constructive*, not destructive.

Leadership Training

- **Introduction to Leadership Skills for Troops (ILST)**- This is a troop-level course aimed at new and returning youth in positions of responsibility. It is conducted by the Scoutmaster and senior patrol leader immediately following each troop election cycle, and gives boys a basic understanding of leadership and what it takes to fulfill a job responsibility.
- **National Youth Leadership Training (NYLT)** – This is a national course conducted by local councils for top youth leaders in a troop. The course is conducted in a week-long resident camp setting, where boys live the patrol method and acquire leadership tools that will serve them both in Scouting and as they grow. It's recommended for any boy who aspires to be the senior patrol leader, but will benefit any young man interested in learning about leadership.
- **National Advanced Youth Leadership Experience (NAYLE)** – This is a national course offered at the Philmont Training Center in New Mexico as well as in regional locations. This camp is designed to provide a Philmont based wilderness encounter that motivates Scouts to follow a life of helping others succeed based on the values expressed in the Scout Oath and Law. Participants live in a team setting at Rocky Mountain Scout Camp and use leadership skills to resolve exciting and challenging backcountry situations. This week will conclude with a closing challenge for each Scout to build upon the Legacy of Waite Phillips, the benefactor of the Philmont Scout Ranch. NAYLE will equip youth to be better leaders, NYLT staff members and/or superior camp staff. It will help guide a Scout's journey in



leadership service to others, able to develop all members of whichever team they lead. It provides life skills for now and the future.

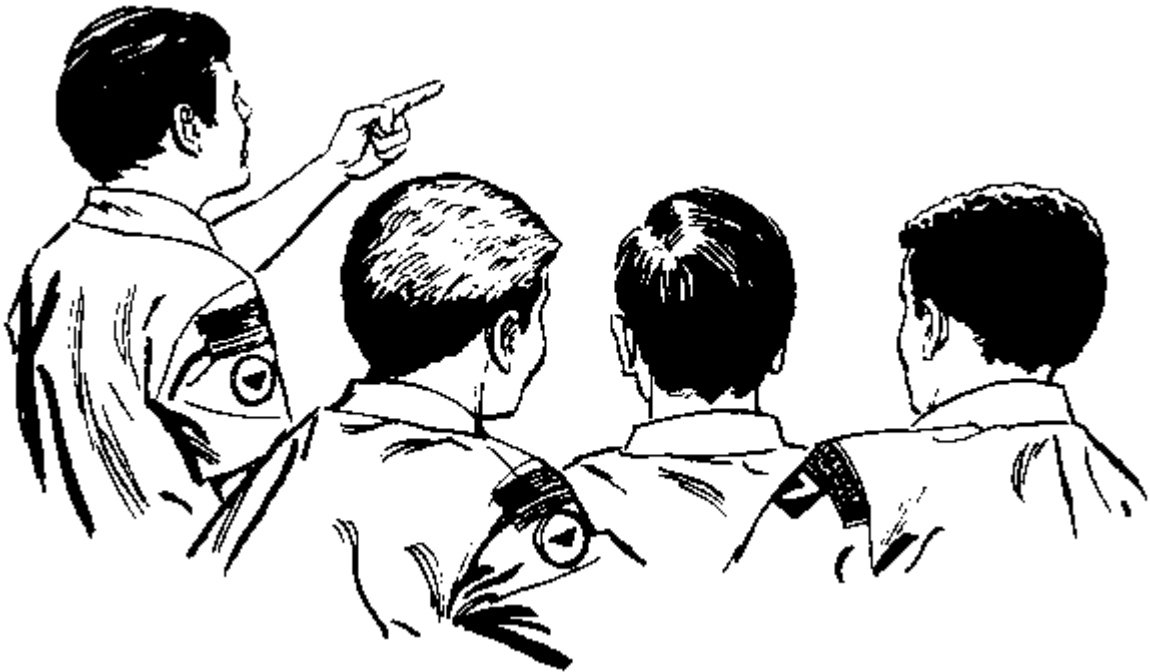
Supplemental Training

- **Den Chief Training** – Offered by the local council, this day-long course trains Scouts to serve as Den Chiefs. It includes an overview of the Cub Scout program, the structure of a den, behavior concerns for younger boys, and practical ways to entertain and engage them.
- **Chaplain's Aide Training** – This half-day course teaches the essentials of service as a Chaplain's Aide in a troop. Practical advice on assisting members observe their duty to God is included.
- **Leave No Trace Trainer** - Participants receive introductory training in Leave No Trace skills and ethics in a condensed two-day format. The Trainer Course assists the student participants in learning

more about the seven principles of Leave No Trace and techniques for disseminating these low impact skills.

- **Life to Eagle Training** – Offered periodically by the district, this one-hour session provides Life Scouts and their parents, Scoutmasters, and Eagle advisers with the steps needed to navigate the Eagle process, including the Eagle project and the application process.
- **Trail to Eagle** – This unique week-long camping program, offered exclusively by our council, develops in young people the character needed to become an Eagle Scout. The camp includes intensive instruction in several of the Eagle-required merit badges. It has been instrumental in many of our Troop 407 Scouts becoming Eagle Scouts.

For details on any of these courses, talk with the Scoutmaster.



Section 8

Opportunities for Adults

Troop 407 is successful because of the many contributions of the adults who make it possible for the boys to run their own troop. There are many opportunities for adults to serve in Troop 407, either as a registered BSA member or as an interested and involved parent.



The adult role in a Boy Scout troop is very different from that of a Cub Scout pack. In Cub Scouts, the adults did everything from planning the

annual program to cleaning up after the snacks at the end of the meeting. In Boy Scouts, the boys themselves plan and conduct troop and patrol meetings, campouts, and adventure. The adult role is to provide for safety and support the activities the boys have planned. This includes doing things that boys cannot do for themselves, such as maintaining bank accounts, signing contracts and agreements, and providing transportation. Adults also serve as mentors and trainers for the boys, but do not take an active role in running troop activities like meetings and campouts.

Perhaps the easiest and simplest way to get involved is for you, the parent, to be supportive of your son's experience. Encourage him to attend troop and patrol meetings and activities, service projects, and monthly campouts. Keep up on his advancement progress. Drive him and his friends to and from troop meetings and weekend outings.

Once you've become comfortable with Boy Scouting, Troop 407 and its adults and families, you will want to get involved in a more formal manner by joining the troop committee. The committee is responsible for the business of the troop, providing equipment, financial, advancement, and transportation needs. Parents are welcome to register with BSA as a troop committee member and enjoy the benefits of membership. See below for a summary of the adult roles.

Adults also serve as merit badge counselors, helping young men learn about subjects of interest from experienced adults knowledgeable in a skill or activity. There are more than 120

Youth Protection training is required for all BSA registered volunteers, regardless of their position. New leaders are required to take Youth Protection training before they submit an application for registration. The certificate of completion for this training must be submitted at the time application is made and before volunteer service with youth begins.

merit badges, so there's sure to be one or two that align with your interests and talents.

Please don't hesitate to approach the committee chair if you would like to help Scouting happen for our sons.

Direct-contact leaders

These are adults whose jobs mainly involve contact with youth. The Scoutmaster and Assistant Scoutmasters are NOT formal members of the committee. The Scoutmaster and Assistant Scoutmasters are advisers to the committee. They may attend committee meetings to communicate Scout plans and to coordinate the needs of the Scouts. This factor is important to remember during Boards of Review because the Boards of Review also serve as quality checks of the Scouting program as delivered by the Scoutmaster and the Assistant Scoutmasters.

Scoutmaster

The Scoutmaster is the adult responsible for working directly with the Scouts to help them create the program for the troop. The Scoutmaster trains boy leaders to run the troop by providing direction, coaching, and support, and holds Scoutmaster conferences for boys wishing to advance in rank or other reasons.



Assistant Scoutmasters

An Assistant Scoutmaster is one of the adult leaders age 18 or over who assist the Scoutmaster in delivering the troop program. Assistant Scoutmasters often train and encourage youth leaders.

Troop Chaplain

The troop chaplain is appointed by the committee chair to provide spiritual tone, guide the chaplain aide, give spiritual counseling, and promote the regular religious participation of each member. The chaplain is a member of the committee but primarily serves the youth of the troop.

The Troop Committee

The troop committee is responsible for conducting the business of the troop, setting policy, and supporting the Scoutmaster and assistant Scoutmasters with the outdoor program and other planned activities. The committee also provides adults for boards of review. All committee members must be 21 years of age or older, register with the Boy Scouts of America, must be a citizen or resident non-citizen, must agree to abide by the Scout Oath and Scout Law, subscribe to the Declaration of Religious Principle, and complete training for their position. Other committee members may assist in most of these positions.



Chartered Organization Representative

The Chartered Organization Representative is the direct contact between the troop and the Chartered Organization. This individual is also the organization's contact with the district committee and is a voting member of the local council. The Chartered Organization Representative appoints the troop committee chair and approves all adult leadership.

Committee Chair

The committee chair is appointed by the chartered organization and selects, appoints and supports the troop committee and direct leaders, conducts the monthly troop committee meeting, and interprets national and council BSA policies to the troop.

Secretary

The secretary keeps minutes and records, sends notices, and handles publicity.

Treasurer

The treasurer handles troop funds, pay bills, maintains accounts, coordinates the annual Friends of Scouting (FOS) campaign, and supervises fundraising.

Advancement Coordinator

The advancement coordinator arranges boards of review, quarterly courts of honor, and ensures that the troop has goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year. The advancement coordinator is also responsible for record keeping and submitting advancement reports.

Equipment Coordinator

The equipment coordinator works with the youth Quartermaster and is responsible for inventory, storage, and maintenance of troop equipment.

Outdoor/Activities Coordinator

The outdoor/activities coordinator helps the committee ensure that the troop has an active outdoor program, secures tour permits and permission to use camping sites, recruits adults to assist with arrangements for the monthly campouts, and serves as or works with the transportation coordinator.

Transportation Coordinator

The transportation coordinator keeps track of driver and vehicle information for tour permits and coordinates transportation to and from outings.

High Adventure Coordinator

The high adventure coordinator works with the outdoor chair to plan and promote high adventure opportunities.

Hospitality Chair

The hospitality chair coordinates invitations, facilities and refreshments for troop social events including quarterly courts

of honor, and acts as a resource person for Eagle Scout families conducting Eagle courts of honor.

Membership Coordinator

The membership coordinator keeps records of youth and adult membership, collects and submits membership applications to the local council, stocks troop insignia, ensures a smooth transition of new Scouts into the troop and assists with the orientation for new parents. The membership coordinator works with the troop Webelos liaison, who maintains contact with the Cub Scout packs and Webelos dens and assists with arranging crossover ceremonies.

Training Coordinator

The training coordinator ensures training opportunities are available, maintains training records and materials, and works with the Youth Protection/Health & Safety Coordinator to ensure all adults complete BSA Youth Protection training.

Public Relations Coordinator

The public relations coordinator provides news and announcements about the troop to newspapers, church bulletins, web sites, etc., promotes and stimulates service projects, Scouting Anniversary Week, Scout Sunday or Scout Sabbath, and family participation in troop events, promotes new membership and lets people in the community know that Scouting is available.

Friends of Scouting (FOS) Unit Coordinator

The Friends of Scouting Unit Coordinator works with the district Friends of Scouting chair to schedule the annual presentation; supports the troop committee on public relations for FOS; conducts annual FOS campaign to enroll family members and adult leaders in FOS; gives recognition to contributors and enrollees.

Service Project Coordinator

The service project coordinator oversees the troop's public service involvement, including the annual council-sponsored food drive, and reports the results of activities to the local council and the national service project database. The service project coordinator can also act as a resource person for Eagle candidates planning their leadership service projects.

Fundraising Coordinator

The Fundraising Coordinator supervises fundraising for the good of the troop, and ensures that every youth member has the opportunity to earn his own way in Scouting by participating in popcorn sales or other troop and council fundraising events. He or she recruits adults to chair individual fundraising activities and works with the troop committee to identify potential money-earning projects.

Fundraising Activity Coordinator

Fundraising activity coordinators organize, promote and operate individual fundraisers, such as the annual popcorn sale, MIS weekends and other money-earning projects.

Youth Protection, Health & Safety Coordinator

The Youth Protection, Health & Safety Coordinator stays current on BSA policy regarding youth protection, maintains records of youth protection training of the troop's adults, collects and organizes health and medical record forms of youth and adult members, and appoints medication officers for troop campouts.

Uniform and Clothing Coordinator

The uniform and clothing coordinator maintains an inventory of, and orders as needed, troop clothing, and maintains the troop's uniform closet for used uniforms donated back to the troop.

Campout Coordinators

Each monthly campout requires an adult coordinator to work with the youth and the troop committee to make arrangements for the campout. The coordinator reserves the campsite, gathers information for the permission slip and tour permit, collects permission slips and payments, and works with the Scoutmaster to ensure adult leadership at camp.

ScoutParents Unit Coordinator

The ScoutParents Coordinator welcomes parents, keeps them informed, and encourages them to help with at least one specific task or project each year. There may be more than one ScoutParents coordinator.

ScoutParent

A checkbox in the parent section of the youth application lets parents commit to being active ScoutParents. By entering an e-mail address, they can receive information from council, district, and troop leaders about ways to get involved.

Training opportunities for adults

In addition to the youth protection training required of all adults, the Boy Scouts of America has a wide range of training courses for adult leaders and parents. Many are offered online, while others must be taken in a classroom or outdoor setting. For more information on these courses, talk with the training coordinator or committee chair.

Courses taken online

The following courses may be taken by anyone via the BSA's MyScouting training website, located at <http://myscouting.scouting.org>. New users will need to create an account on the site; it only takes a moment. Those who are registered with the BSA should be sure to enter their membership number (located on the bottom of your membership

card, or ask the membership chair or committee chair) to ensure that you receive proper credit for any training you take online.

Youth Protection Training

Youth Protection training is designed to help you keep our youth safe from abuse. You will learn the Boy Scouts of America's Youth Protection Guidelines, signs of abuse, and how to report suspected abuse.

Fast Start: Boy Scouting

An introduction to the basic concepts of Boy Scouting, including the troop meeting, the outdoor program, and the troop committee.

This Is Scouting

This Is Scouting provides an overview of the Scouting organization, including history, values, programs, Youth Protection, community involvement, and training

Troop Committee Challenge

Focuses on the core beliefs, aims, and methods of Scouting. It specifically helps each committee member learn and identify his or her role and responsibilities in support of the troop. (Troop Committee Challenge is also offered as a classroom training session.)

Safe Swim Defense, Safety Afloat, Climb On Safely

All swimming activities in Scouting are required to follow the eight basic principles known collectively as the Safe Swim Defense plan. All boating activities in Scouting are required to follow the nine basic principles of Safety Afloat. Climb On Safely covers eight key safety points about climbing and rappelling. These courses are required for obtaining tour permits involving these activities.

Weather Hazards

Hazardous Weather training must be completed prior to requesting a tour permit from the BSA. The module presents safety precautions for eight different types of weather, as well as planning, preparation, and traditional weather signs.

Trek Safely

"Trek Safely" covers seven key safety points about trekking and is recommended for adult leaders organizing any type of trek.

Physical Wellness

Physical Wellness Training was developed to help prepare attendees for the 2010 National Scout Jamboree. It is appropriate for leadership in all program areas and for Boy Scout and Venturing youth. The module focuses on Mind, Body and Spirit. Learning objectives include the ability to define physical wellness; identify ways to improve the wellness of the mind, body, and spirit; describe the role self-responsibility plays in wellness; and answer questions about nutrition

Generational Diversity

Take this session and have a broader understanding and deeper appreciation of the diverse range of ages and life experiences of the volunteers and professionals in our organization. You will be able to recognize and define the four generational groups of people currently in the BSA.

Courses taken in person

These courses are taught periodically by district and council training teams

Scoutmaster Position-Specific Training

This day-long course covers three broadly-defined areas in detail: The role of the Scoutmaster in a boy-led troop; The outdoor program and the advancement program; Program planning and troop administration. It is required training for those registered as Scoutmaster or Assistant Scoutmaster.

Introduction to Outdoor Leader Skills

This course provides Boy Scout leaders with the basic outdoor skills information needed to guide a troop outdoor program the right way. Conducted as a weekend campout, the skills taught are based on the outdoor skills found in *The Boy Scout Handbook*. It is required training for those registered as Scoutmaster or Assistant Scoutmaster.

Wood Badge for the 21st Century

The mountaintop training experience for adults in the Scouting program, Wood Badge is advanced training in leadership and team development. It brings together all programs - Cub Scouting, Boy Scouting, and Venturing. By pooling their ideas, sharing meaningful experiences, and learning from highly qualified instructors, participants will return to the troop with new skills and resources, greater confidence, and deeper dedication to deliver the values of Scouting. This training includes six days of instruction that are often held as two 3-day weekend sessions, followed by working on the goals the participant sets for himself or herself

Powder Horn

Powder Horn is a hands-on resource management course designed to give you the contacts and tools necessary to conduct an awesome high-adventure program.

Okpik

Okpik is cold-weather outdoor training and covers the skills and techniques that must be learned and the planning that must be done to ensure a successful, fun, and safe cold weather camping experience.



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Section 9

Glossary of Scouting Terms

Like most activities, Scouting has a lexicon all its own. It can sometimes confuse and bewilder those who are new to Scouting. Here is a summary of terms commonly used in Boy Scouting, as provided by the Boy Scouts of America.

A Time to Tell. A video presentation and facilitated discussion conducted annually on the dangers of child abuse for Boy Scout-age youth and their parents, including ways to recognize and resist abusive situations.

activity uniform. An unofficial term for a relaxed uniforming style in which the Scout uniform shirt is commonly replaced by a troop or Scout activity t-shirt, polo shirt or sweatshirt. Sometimes also called "class B", a term that is officially discouraged.

advancement. The process by which a Boy Scout meets certain requirements and earns recognition.

age out. To reach the age beyond which one can no longer be a youth member. For the Boy Scout program, it is age 18.



Arrow of Light Award. Highest rank in Cub Scouting. The only Cub Scout badge that may be worn on the Boy

Scout uniform.

Arrowman. A member of the Order of the Arrow who has completed the Ordeal phase of membership.

assistant patrol leader (APL). A Boy Scout in the patrol appointed by the patrol leader to help him and to take his place in his absence.

assistant Scoutmaster (ASM). A commissioned volunteer Scouter, 18 or older, who helps the Scoutmaster by working with the troop and with a new-Scout patrol, Varsity Scout team, or Venture patrol.

assistant senior patrol leader (ASPL). A troop youth leader, usually in larger troops, who helps the senior patrol leader with details of his role.

Baden-Powell, Robert Stephenson Smyth. Founder of the worldwide Scouting movement. Known as Lord Baden-Powell of Gilwell, Chief Scout of the World, and B-P.

Be Prepared. The motto of Boy Scouting.

board of review. A review held to determine if a Boy Scout has satisfactorily completed rank requirements.

Boy Scout. A registered youth member of a Boy Scout troop or one registered as a Lone Scout. Must have completed the fifth grade and be 11 years old, or have earned the Arrow of Light Award but not yet be 18 years old.

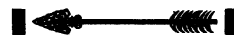
Boy Scouts of America (BSA). A nationwide organization founded February 8, 1910, and chartered by the U.S. Congress June 15, 1916.



Boys' Life magazine. The magazine for all boys, published by the Boy Scouts of America.

Bronze Palm. An Eagle Scout may receive this recognition by earning five additional merit badges and completing certain other requirements.

Brotherhood membership. The second and final induction phase of membership in the Order of the Arrow.



BSA Lifeguard. A three-year certification awarded to Boy Scouts who meet prescribed requirements in aquatics skills.



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

buddy system. One part of the Safe Swim Defense plan. Swimmers of like ability are paired, check in and out of the water together, and stay within 10 feet of each other during a swim. The buddy system is also used in other Scouting activities for safety reasons.

call-out ceremony. A ceremony in which newly-elected candidates for membership in the Order of the Arrow are identified and called out, thus beginning their journey toward OA membership. Also known as a tap-out ceremony, from the practice of tapping candidates on the shoulder to identify them.

camporee. A district or council troop activity to demonstrate the techniques of living in camp and participate in activities with other troops.

campsite. A troop or patrol outdoor home for an overnight or long-term camp.

chapter. The district-level unit of an Order of the Arrow lodge.

charter. The BSA issues charters annually to approved community organizations to operate Scouting units.

chartered organization. A religious, civic, fraternal, educational, or other community organization that has applied for and received a charter to operate a Scouting unit.

chartered organization representative (COR). A manager of Scouting in a chartered organization who also represents the organization in the local council and district.

charter renewal. An annual meeting attended by the chartered organization representative, head of the chartered organization, troop leaders, and unit commissioner for the purpose of completing the charter application and making plans for the charter presentation. A membership inventory is completed as part of the charter renewal process.

class A and class B. Terms sometimes used to describe the field uniform and activity wear, respectively. The use of this terminology is officially discouraged by the BSA.

commissioner. A volunteer Scouter at the district level who works with troops to help them succeed.

council. An administrative body chartered to be responsible for Scouting in a designated geographic territory.

council service center. The business center for the local administration of Scouting.

court of honor. A recognition ceremony for those who have met the requirements of any one of the Boy Scout ranks, merit badges, or other awards.

cracker barrel. A social event, usually with refreshments, to conclude an activity or meeting. Also an evening snack before bedtime at campouts.

den chief. A Boy Scout or Varsity Scout who helps direct the activities of a Cub Scout den.

district. A subdivision of a local council or field service council, usually comprising a few towns or school districts, which provides program and administrative support to units.

Eagle Scout. The highest rank for Scouts.

Eagle Scout Award. The highest recognition for Scouts.

field service council. A regional subdivision of a large council that provides professional, program, membership and support resources to districts and units. *Also see council.*

field uniform. The complete, official uniform as specified in the *Scout Handbook* and the *Insignia Guide*. Sometimes also called "class A", a term that is officially discouraged. *Also see uniform.*



Fifty-Miler Award. A recognition given to Scouts who have taken part in a wilderness trip of at least 50 consecutive miles over at least five consecutive days, and fulfill requirements for group service projects on the trip.

Firem'n Chit. A recognition given to Scouts who know and understand fire safety rules.



First Class rank. The rank above Second Class and below Star in Boy Scout advancement.

Friends of Scouting (FOS). An annual opportunity for Scouters and interested people in the community to be identified with the local council through their financial support and influence in the expansion of the council program. Enrollees are known as "Friends."



God and Country program series. A series of religious emblems presented to Scouts of the Protestant faiths.

Gold Palm. An Eagle Scout who holds the Bronze Palm may receive this recognition by earning five additional merit badges and completing certain other requirements.

Good Turn. A single act of service to others. A distinctive feature of Scouting is its emphasis on service to others. The Good Turn habit is one that all Scouts endeavor to acquire.

high adventure. Refers to National Council or local council high-adventure activities or programs for older Scouts. Most of the programs are listed in the publication *Passport to High Adventure*.

Historic Trails Award. An award that may be earned by members of a troop for hiking a trail listed in *Nationally Approved*



to the trail.

jamboree. A term chosen by Baden-Powell to describe the first international gathering of Scouts camping together in London in 1920. The term is restricted to indicate a national or world jamboree.

junior assistant Scoutmaster (JASM). An appointed office open to Scouts 16 years of age and older. There is no limit to the number of junior assistant Scoutmasters a troop may have.

Klondike derby. A competitive event conducted by patrols to demonstrate proficiency in Scouting skills, traditionally conducted in the winter.

Leave No Trace. A commonsense set of guidelines that allows Scouts to camp, hike, and take part in related outdoor activities in ways that are environmentally sound and considerate to others using the same areas. A Leave No Trace Awareness Award is available to Scouts who fulfill certain requirements.



Life Scout rank. The rank above Star and below Eagle Scout in Boy Scout advancement.



lodge. A local council Order of the Arrow group chartered annually by the National Council.

long-term camping. A camping experience consisting of five or more consecutive days and nights in the outdoors.

merit badge. A recognition given to a Scout for completing the requirements for the badge.

merit badge counselor. A registered adult volunteer who is expert in a merit badge field, has the ability to work effectively with Scouts, and certifies that requirements are met.

merit badge pamphlet. A booklet that explains the subject area of a specific merit badge in detail, listing the requirements for earning the badge. There is a merit badge pamphlet for every merit badge.

Mile Swim, BSA. A recognition given to Scouts to encourage their development of physical fitness and stamina through swimming.



National Eagle Scout Association (NESA).

This group provides an opportunity for all Eagle Scouts to retain identification with Scouting through service to the local council in which they live.

national Order of the Arrow conference (NOAC). A biennial conference designed to improve program and leadership skills of all Arrowmen.

National Youth Leadership Training (NYLT). A six-day training course for youth leaders conducted at the council level.

National Advanced Youth Leadership Experience (NAYLE). A week-long training experience conducted at Philmont Scout Ranch using the skills taught at National Youth Leadership Training (NYLT).

new-Scout conference. The Scoutmaster meets with each new Scout in the troop to get acquainted, discuss Scouting, and

welcome the boy into the troop. Held as soon as possible after the boy joins.



Okpik. The winter camping program offered by the Northern Tier National High Adventure Program.



Ordeal membership. The induction phase of membership in the Order of the Arrow.

Order of the Arrow (OA). Scouting's national honor society, the members of which have been chosen by their peers for their Scouting spirit and camping ability.

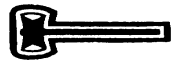
Order of the Arrow Election. A process by which the Scouts of a troop elect fellow Scouts who they believe are worthy of membership in the OA.

orienteering. A cross-country race to reach a destination and certain checkpoints along the way with the use of a map and compass.

patrol. A group of five to eight boys who belong to a troop and work together in and out of troop meetings. There are usually several patrols in one troop.

patrol leader (PL). The youth leader of the patrol, elected by its members.

patrol leaders' council (PLC). Each patrol leader, representing his patrol, meets with the other patrol leaders and the senior patrol leader to plan their troop program. The Scoutmaster acts as an adviser.



Paul Bunyan Woodsman. A recognition given to a Scout who safely demonstrates skill with a long-handled ax.

Philmont Scout Ranch. National high-adventure base covering over 137,000 acres in northern New Mexico. Includes a center for volunteer training.

rank. There are six ranks for Boy Scouts: Tenderfoot, Second Class, First Class, Star, Life, and Eagle Scout.

registration. The payment of an annual registration fee; one of the requirements for membership in the Boy Scouts of America.

roundtable. A monthly program-planning and morale-building meeting for adult leaders.

Safe Swim Defense. A plan with eight defenses for safe swimming.

Safety Afloat. Guidelines for safe troop activity afloat in craft less than 26 feet long.

Scouter. A registered adult member of the BSA who serves in a volunteer or professional capacity.

Scouter's Key. Recognition given to a troop leader or commissioner for completing training, tenure, and performance requirements.

Scouter's Training Award. A recognition for adults who hold positions other than that of Scoutmaster or commissioner, who are trained, and who give service to Scouting.



Scout badge. A badge signifying the completion of the joining requirements. The badge is worn in the

rank badge position (centered on the left pocket) on the uniform shirt, but it is not a rank.

Scout executive (SE). The professional staff leader and secretary of a local council.

Scout handbook. A guidebook explaining the Scouting program for use by Scouts, including pages to mark one's progress through ranks.

Scout shop. A store, located inside the council service center, which sells Scout uniforms and insignia, BSA publications, craft items, gifts, and other merchandise.

Scouting magazine. The official magazine for all Scouters. It helps interpret the program, stimulate action, and strengthen a desire to serve.

Scoutmaster. The commissioned volunteer leader, 21 or older, of a Boy Scout troop; appointed by the chartered organization.

Scoutmaster conference. A distinctive feature of the troop advancement plan in which a Scoutmaster helps a Scout accept responsibility for his own growth toward each rank.

Scoutmaster's Minute. A part of the closing ceremony of a troop meeting or campfire in which the Scoutmaster uses a brief story to inspire Scoutlike conduct.

scribe. An appointed officer in the troop or patrol who keeps the troop or patrol records.

Second Class rank. The rank above Tenderfoot in Boy Scout advancement.



senior patrol leader (SPL). The elected boy leader who runs the troop meetings and the patrol leaders' council meetings, with the guidance of the Scoutmaster.

service patrol. The name given to a patrol that has accepted an extra work assignment for the good of the troop.

service star. An insignia worn over the left shirt pocket of the uniform to denote number of years of service.

Silver Palm. An Eagle Scout who holds the Gold Palm may receive this recognition by earning five additional merit badges and completing certain other requirements.



Snorkeling, BSA. A recognition given to Scouts to encourage the development of aquatics skills that promote fitness and recreation.

summer camp. A long-term camp experience for troops, held during the summer months at camps operated by Boy Scout councils, typically lasting a week and offering outdoor experiences, and instruction in Scout skills and merit badges.

Star rank. The rank above First Class and below Life in Boy Scout advancement.



Supply Division. The arm of the Boy Scouts of America that supplies official uniforms, equipment, and literature to the field.

swimmer test. A specific set of tests to ascertain a minimum level of swimming ability required for deep-water swimming.

tap-out. See **call-out ceremony**.



Tenderfoot rank. The first rank in the Boy Scout advancement program.

tenure. A term used to describe the length of service and membership in Scouting.

Totin' Chip. A recognition given to Scouts who subscribe to the Outdoor Code and understand and can demonstrate the proper handling, care, and use of woods tools.

tour permit. Permit designed to assist troops in planning safe, healthful, and enjoyable trips and to ensure that proper procedures will be followed in case of emergency.

troop. The unit that conducts Boy Scouting for the chartered organization.

troop committee. The committee appointed by the chartered organization to administer the affairs of the troop.

troop elections. The process of electing a senior patrol leader by all members of a troop, and patrol leaders by the members of each patrol.

troop instructor. An older troop member proficient both in a Scouting skill and in the ability to teach that skill to others.

uniform. Distinctive clothing worn by Scouts and Scouters.

unit. A youth-serving organization chartered by the Boy Scouts of America. Cub Scout packs, Boy Scout troops, Venturing crews, Varsity teams, and Explorer posts are examples of units.

Venture patrol. An optional older-boy patrol (ages 13 through 17) within a Scout troop. Not to be confused with a Venturing crew.

Venturing. The older-youth program of the Boy Scouts of America, comprised of young men and women age 14 to 21. Venturing provides positive experiences to help youth mature through leadership development, adventure and service.

Venturing crew. A unit in the Venturing program. Crews are run entirely by the youth members, with adult advisers to provide mentoring in a "shadow" capacity.

Vigil Honor. A recognition for distinguished service in the Order of the Arrow.

volunteer. A registered individual who donates service, time, and/or funds to support the program of the Boy Scouts of America.

Wood Badge. A Scouting leadership program and the related award for adult leaders in the programs of Scout associations throughout the world. Wood Badge courses aim to make Scouters better leaders by teaching advanced leadership skills, and by creating a bond and commitment to the Scout movement.

World Conservation Award. An award emphasizing the importance of our natural resources and our interdependence with other countries in fulfilling our mutual needs.

youth protection training. An adult training course which covers the BSA's rules of youth protection and safety. It is required to be completed at least every two years by all registered adult members.