

TROOP 110 HANDBOOK

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INTRODUCTION

Troop 110 is owned and operated by the Chartering Organization (Central Presbyterian Church, Fort Smith, AR) and is operating in compliance and is conforming to the policies of the Boy Scouts of America in their various publications.

This guide has been assembled to provide additional guidance to the Scouts, Parents, Troop Committee and Scoutmaster in the operations of Troop 110. As policies and programs are developed, changes, additions and modifications will be made to this guide. Changes to this guide will be approved by a majority of the Committee present and the change dated.

This guide contains policies and procedures current as of the date indicated below and has been approved by the Troop Committee.

Date: _____

Committee Chairman

HISTORY:

Troop 110 was first chartered in April, 1994 by the Boy Scouts of America to St. Bartholomew Episcopal Church, and has been noted throughout its history as being an outstanding organization. Throughout its existence the troop has had the following exceptional Scoutmasters:

Bill ("Mr. Bill") Spilman	(1994 – 1996)
Philip Brown	(1997)
Bill ("Mr. Bill") Spilman	(1998)
Pettus Kincannon	(1999 – present)

Scouts have come and gone throughout the years. They advanced, achieved and experienced adventures otherwise not available to them. During this time, a few Scouts have achieved the Eagle rank and some have gone on to achieve several palms. These Eagles are:

Adam Brown	1997
Chris Grimes	1998
Brian Moppin	1999
David Pennington	1999
J.T. Richards	1999
Rick Falkner	2000
Bart Blackorby	2000
Jonathon Leer	2000
Andrew Kincannon	2000

Tony Callahan 2000
Zach Hiatt 2000
Travis Robinson 2001

It is the custom of Troop 110 to present to the Eagle award recipient, at his Court of Honor, a special red and black neckerchief, embroidered with an eagle and the sequential number of Eagles from the troop. Also, the name of each Eagle Scout is painted on the back of the Troop's trailer.

GENERAL

The committee and registered adult leaders of Troop 110 have a basic set of goals for the troop that are focused toward giving each Scout who participates in the troop's program a rich and unforgettable Scouting experience. These goals are to:

1. Operate Troop 110 true to the purpose of Scouting.
2. Provide a Scouting program that is fun and challenging through
 - a. Weekly meetings that are interesting, activity oriented and planned and run by the boys.
 - b. Monthly outdoor activities that stimulate, challenge and educate every Scout in the troop.
 - c. An annual one week summer camp that is adequately staffed by adult leaders.
 - d. An annual high adventure outing for older Scouts (example: Philmont, Sea Base, Northern Tier, etc)
3. Offer an advancement program including regular merit badge classes for all troop members and regularly recognize achievement.
4. Have a boy-planned and boy-run troop program with appropriate adult guidance.
5. Create a Leadership Development Program to provide personal growth for each Scout and to ensure continuity of leadership for the troop.

The Boy Scouts of America over the years has compiled certain national figures that have lead to the following predictions.

For every one hundred boys who join a Boy Scout troop:

- twelve will have their first contact with a church or synagogue.
- five will earn their religious emblem.
- one will enter the clergy.
- eighteen will develop hobbies that will last through their adult life.
- eight will enter a career that was learned through the merit badge system.
- one will use his Boy Scout skills to save a life.
- one will use his Boy Scout skills to save his own life.
- seventeen will become Scouting volunteers.
- Two will become Eagle Scouts.

THE SCOUTING PROGRAM (AN OVERVIEW)

- The Scouting program is built on the theme that education should be fun. It must be fun to keep boys interested in Scouting.
- Scouting is educational because it works toward four basic aims or goals referred to as the purpose of Scouting.

Four aims or goals of Scouting are:

1. Character building
2. Citizenship
3. Personal fitness (Physical, Mental and Moral)
4. Leadership training

Character can be defined as what the boy is himself: his personal qualities, his values and his outlook. Scouting builds a boy's character by emphasizing (1) the basic values defined by the Ten Commandments, (2) respect for fellow man and (3) a love of nature. Troop 110 also strives to build self-confidence and self-reliance through participation in the Scouting program.

Part of character building and citizenship is service to others. Troop 110 plans to hold a service project at least quarterly to be of service to others. In addition there will be Eagle Scout's service projects for a Scout to put this necessary character trait into practice.

Citizenship is more than a knowledge of this country's history and government. It can be more broadly defined as a person's relationship with his fellow man. A Scout learns the full meaning of citizenship from the emphasis of helping others, for the shared efforts within the troop and patrol, from the knowledge gained in the advancement program and from the service projects required for rank advancement.

Personal fitness is mental and emotional fitness as well as physical fitness. Troop 110 strives to improve a Scout's overall personal fitness through the outdoor and advancement programs, through his relationship with fellow Scouts and adult leaders and through the satisfaction of overcoming the challenges that the Scouting program presents.

The Scouting program of the troop provides an ideal setting for a boy to learn and practice **leadership skills**. Scouting is a boy run program and probably is a boy's first experience in dealing with peer supervision and leadership. Many of today's leaders in business and in the public sector gained the basic concepts and self-confidence of leadership from Scouting.

The Scouting program offered by Troop 110 accomplishes its aims and goals through

- emphasis on the ideals of Scouting,
- use of outdoor experience,
- organization of the troop, and
- the advancement program.

The ideals of Scouting are stated in the Scout Oath, Law, Slogan, and Motto. Each Scout in the Troop is encouraged to strive for these ideals, and must understand them to begin his advancement program.

The outdoor experience is ideal for the Troop's program because

1. it develops physical fitness;
2. it allows a Scout to develop new skills;
3. it allows a series of new and unique challenges to be presented to each Scout that are demanding, yet fun;
4. it provides a laboratory for the study of conservation and ecology, two very important concepts in today's world; and
5. it demonstrates the magnitude of God's handiwork and improves the Scout's appreciation of it.

Troop 110 endorses the patrol method of Scouting and uses it in its program. Some objectives of the Patrol Method are to

- emphasize the importance of teamwork,
- create a sense of camaraderie and a community environment,
- assign specific responsibilities and require performance
- provide a format for practicing leadership skills.

TROOP 110 SCOUT PROGRAM BASICS

All the Scouts in a unit form a Scout Troop. The Troop is divided into groups of about eight boys called a patrol. Each patrol elects a Patrol Leader. The Patrol Leader becomes a member of the Patrol Leaders' Council (PLC). The leader of the PLC is the Senior Patrol Leader (SPL) who is elected by all the Scouts in the Troop. The PLC is responsible for planning the Troop activities and implementing them. The adult leaders are present only as advisors. The PLC meets in December and plans the activities for the upcoming year.

Troop 110 is extremely active. We normally plan two events; a camping or outdoor activity and a service or fund raising activity each month and occasionally throw in an extra fun activity. In addition, the Troop attends District and Council camporees which feature inter-troop competitions.

Parents are always welcome to join the Troop activities and a minimum number of adults are required on each campout. However, the parents are cautioned to not plan on staying too close to their sons. It is best to have another adult or better yet the Senior Patrol

Leader speak to your son about behavior, cleanliness, etc when on a Troop activity. The Scouts need to work within their patrols so that they can develop as a team.

ADVANCEMENT BASICS

The advancement program of the troop is designed to present a series of increasingly difficult challenges for the Scout to master. Advancement rewards individual effort and accomplishment. At the same time the patrol method is teaching group skills and rewarding successful group effort. Benefits of the advancement program include (1) increased self-confidence and self-reliance, and (2) improved goal setting skills and better planning techniques.

Rank advancement criteria are set forth by the national Boy Scout organization and are written in the Boy Scout Handbook. For each rank advancement and merit badge, a Scout must appear before a trained adult and present his work. Usually, a parent is not allowed to counsel or approve advancement of his own child. This simple rule insures every Scout an equal opportunity to work with an interested adult other than his parent.

Advancement in the Boy Scouts is different from what you may have experienced in Cub Scouting. In Cub Scouts, the adult den leaders run the program and the den generally advances together. The Boy Scouts, on the other hand, must be self-motivated. Parents are encouraged to become involved and track their son's progress in the Scout Handbook but they are not allowed to sign off an achievement as in Cubs.

After all the requirements of a rank are completed, the Scout meets with the Scoutmaster and/or Assistant Scoutmaster for a Scoutmaster Conference. He then meets with a Board of Review (a board consisting of registered adults other than the Scoutmaster and his assistants) to insure that all the advancement requirements have been met. The awards are formally presented at a Court of Honor held three or four times a year although the cloth badges will be awarded at a regular troop meeting beforehand so that they can be worn for immediate recognition.

The basic skills of Scouting are learned in the first three ranks: Tenderfoot, Second Class and First Class. It is the troop's goal to provide all assistance necessary to enable all boys to advance to First Class within a year of joining the troop. The remaining ranks (Star, Life and Eagle) are more flexible in that the Scout broadens his skills and develops his personal interests by working on Merit Badges. There are more than 120 diverse Merit Badges to choose from. Twenty-one are required to obtain the rank of Eagle Scout. Eleven badges are from a list of Required Badges while the remaining ten are electives. Merit Badges are earned by meeting with an adult counselor and completing the requirements. If a Scout wishes to earn a merit badge not normally offered he should contact the Scoutmaster and request a "blue card". The Scoutmaster will sign this card giving his permission to take the class and will find a counselor qualified to teach the badge. When the merit badge is earned, the card is signed by the counselor and the boy returns it to the Scoutmaster or advancement chairman who will record it and award the badge. Troop 110 has a regular program offering merit badge classes for Eagle required

merit badges. These classes are usually offered at 6:30 before the regular meetings begin. The Advancement Chairman maintains a current list of Merit Badge Counselors in our area. Anyone with expertise in a particular field is encouraged to become a merit badge counselor. All that is required is to fill out a form which will be filed with the Council. Forms are available from the troop.

Studies have shown that if a Scout reaches the rank of First Class within a year of joining, he is more likely to continue in the Scouting Program. Scouts who do not advance in rank and do not experience the entire Scouting Program have a higher probability of dropping out. Please help your son through all the ranks: Tenderfoot, Second Class, First Class, Star, Life and Eagle.

Wouldn't you rather give your car keys to an EAGLE SCOUT!

TROOP ORGANIZATION

The Patrol is the basic unit of the Troop. A patrol is made up of a group of no more than 8 Scouts who elect a Patrol Leader. The Patrol Leader represents the Patrol at the Patrol Leaders Council (PLC). The PLC develops and implements the Troop Program. This program is approved by the Troop Committee which meets monthly. The Troop Committee consists of a Chairperson, Administration Team, Program Team, Special Events Team, Outdoor Activities Team and Advancement Team. In addition the Scoutmaster and Assistant Scoutmasters monitor the Troop activities.

Scouting policy states that there must be two adult leaders at all Troop activities. A large Troop such as ours needs many adult volunteers to keep the program running. Please volunteer for one or more of the committee or support positions.

Parents can make a big difference in the happiness and success of their sons in Scouting, please get involved. Encourage participation at meetings and activities, monitor rank advancement, fill out the Troop Resource Survey, and PLEASE VOLUNTEER.

QUALIFICATIONS FOR JOINING TROOP 110

Any boy who has completed the fifth grade, is 11 years old or has earned the Arrow of Light award but is younger than 18 years of age, is eligible to join the Boy Scouts of America and Troop 110.

PROCEDURE FOR JOINING TROOP 110

Each boy must submit a completed Boy Scout application (available at the local district Scout office or from the Troop Scoutmaster or Committee Chairman). On the back page of the Scout Application form there is a "health history" form that must be completed and

signed by the boy's parent or guardian. The address of our local Scout office is 1401 S. 31st Street, Fort Smith, AR. (782-7244)

Registration fee and Boy's Life subscription fees are prorated as to the remaining time of charter year. The charter year is from January to December. The rechartering process is begun in November to be completed by December. A Boys Life subscription is highly recommended for members of Troop 110. It is an outstanding monthly magazine published by the BSA and delivered to the Scout's home.

Full membership in Troop 110 and Boy Scout registration is withheld until the boy achieves the rank of 'Scout'. To advance to the rank of Scout a boy must:

1. Meet the age, grade or Arrow of Light requirement.
2. Submit the required paper work (above) and pay registration fees.
3. Repeat the pledge of allegiance to the flag.
4. Demonstrate the Scout sign, salute, and handshake.
5. Demonstrate tying the square knot (joining knot)
6. Understand and agree to live by the Scout oath, law, motto, and slogan, and the outdoor code.
7. Describe the Scout badge.
8. With his parent or guardian, complete exercises in the pamphlet "How to Protect your Children from Child Abuse and Drug Abuse. (located in the front of the Boy Scout Handbook)
9. Participate in a Scoutmaster conference.

Upon earning the rank of Scout the boy can then begin his journey on the "Eagle Trail" advancement from Tenderfoot to the prestigious and high honor of Eagle Scout. Please note that merely attending a Troop 110 meeting does not constitute joining the troop and becoming a Scout.

WHAT ARE THE COSTS?

It is the intention of the troop committee to hold costs to a minimum and every effort is made to do so. Below are listed the typical expenses current as of 2000.

1. **Registration fee** for one year (2000) \$18.00
(includes Boy's Life subscription, insurance and one copy of the troop manual).
Replacement cost of manual is \$4.00. New Scouts pay the pro-rated fee for the remainder of the year (troop 110 re-registers each January).
2. **Activity Fee** - The activity fee covers miscellaneous operating costs such as badges, certificates, mailings, equipment, etc. This fee is due at time of re-chartering and the amount is determined each year by the Troop Committee. For the year 2000 the fee was set at \$25 with the provision that \$10 would be waived if the boy supported the Troop by selling at least \$30 in popcorn.
3. **Boy Scout handbook** \$ 7.95
4. **Uniform short sleeve shirt (youth)** \$22.70 **(adult) \$28.05**
 council shoulder patch \$3.00
 troop numerals \$1.50

patrol medallion	\$1.70
troop neckerchief	\$5.45
neckerchief slide (optional)	\$2.20
cap	\$9.80
red shoulder loops	\$1.65
belt	(small) \$6.00 (large) \$7.20
Scout shorts (optional)	(regular) \$30.40 (husky) \$32.95
Scout knee socks (optional)	\$4.85

- The Troop 110 neckerchief as well as all of the above items are available at the Scout shop. The neckerchief is black with red embroidery.

YOUTH PROTECTION

BSA and Troop 110 are very concerned with child and drug abuse. To become a Scout, one of the joining requirements is to discuss with his parents "How to protect your children from Child Abuse and Drug Abuse: A Parents Guide." This guide is in the front section of the Boy Scout Handbook and is the only requirement a parent may sign off.

Also, at least once a year we will show the appropriate video training tapes produced by the BSA on youth protection. Parents are given an opportunity to preview these tapes to see if they find them objectionable before being shown to the boys.

The Westark Area Council also provides training for all adult leaders in Youth Protection. Presentations are scheduled from time to time and you are invited to attend. Any adult who works directly with the Scouts must be registered with the Boy Scouts of America. If you have any questions or concerns, please do not hesitate to contact any of the adult leaders.

Troop 110 adheres to the national policy of "two – deep" leadership at all Scout functions requiring at least two registered adults to be present.

Scouts may only sleep in a tent with an adult if that adult is the Scout's parent or guardian.

TROOP PROGRAM PLANNING

The Troop that succeeds plans exactly where it is going and how it's going to get there. The planning process should follow the procedures established in the "Scoutmaster Handbook".

Annual (Long-Term) Plan. Long term planning meetings with the Patrol Leaders' Council (PLC) will be held twice a year in the spring and the fall to plan the next 6 months meetings, campouts, fund raisers and service projects in detail; and to plan the Campouts between 6 and 12 months away. This plan shall be presented to the Troop Committee by the Senior Patrol Leader for approval and planning support.

Monthly PLC Meeting. Each month the PLC will meet to plan in detail the program for the coming month. The Patrol Leaders' Council may make variations from the plan for special activities if approved by the Scoutmaster.

MEDICAL

Each Scout is required to have a physical exam by a doctor prior to attending Summer camp. Please let us know if your son has any medical problems. It is imperative that the uniformed leaders have a through knowledge of the Scout's medical background, including authorization for treatment should the need arise. The following describes the three medical forms in use and which one is appropriate for the situation.

Class 1 Required for all new Scouts and is filled out by the parent. Includes treatment authorization and medical history. Needs to be updated annually.

Class 2 Includes the above plus a physician's examination. Required for summer camp. Needs to be renewed every year according to Arkansas law..

Class 3 Similar to the class 2, including the physician's examination. Required for high adventure activities and for any adult over 40 years old who attends an extended outdoor activity. Must be updated annually.

FINANCES

The Troop usually plans several fund raisers during the year. These funds are required to pay for advancement badges, maintaining Troop equipment and other needs. The Troop participates in the Council's annual popcorn sale with a designated amount of the proceeds being put into an account for the Scout who sold it.

Each year a decision will be made by the PLC and Committee which fund-raisers will be conducted. In most cases the profits are shared with the Scouts directly. Each Scout has an account which is maintained by the Troop. Moneys accrued by the Scouts can be used to pay for Troop activities, purchase camping equipment or to defray the cost of summer camp.

Fees are established for each outing to pay for transportation, food, camping fees and any other expenses as required.

NATIONAL AND COUNCIL SCOUTING ACTIVITIES

High Adventure: Troop 110 endeavors to take older Scouts on more demanding arduous treks. BSA maintains three High Adventure Bases and these set their own age and rank requirements for participants. In 2000 Troop 110 sent two crews to BSA Seabase in the Bahamas. In 2001 Troop 110 is sending a crew to Philmont Scout Ranch in New Mexico. In 2002 the Troop intends to go to the BSA Wilderness Canoe Base in Ely, Minnesota.

Older Scouts may also work at Scout Camps as counselors. Details are often described in Boy's Life Magazine. Please encourage your son to read it every month.

TROOP 110 POLICIES

MEETINGS

Troop meetings are held every Monday evening at Central Presbyterian Church (2901 Rogers, Fort Smith, AR) in the Multi-Purpose room. Meetings start at 7:00 p.m. and end usually by 8:00 P.M. Meetings are usually not held when determined by the Patrol Leaders Council and announced in advance or on holidays or during school breaks. Meetings are held during the summer months with the exception of when the troop is at summer camp. Meetings are usually not held in December except for a Court of Honor.

Meetings are not held on days when school has been closed due to inclement weather.

ATTENDANCE POLICY

Scouts are expected to attend all Troop meetings on the schedule. The Senior Patrol Leader (SPL), Assistant Senior Patrol Leader, Scribe, Webmaster, Bulletin Board Editor, and Patrol Leaders and/or Assistant Patrol Leaders are expected to attend the Patrol Leader Council meetings (PLC) in addition to the Troop meetings.

Attendance will be taken by Patrol Leaders at all Troop meetings and reported to the Scribe. The SPL and ASPL will report their own attendance to the Scribe.

BEHAVIOR FOR TROOP MEETINGS AT CENTRAL PRESBYTERIAN CHURCH

On many occasions during troop meetings other meetings relating to church affairs, etc. are in session in the building. It is for this reason that a few rules of conduct are necessary to insure minimal disturbance of other meetings.

- Walk. Do not run, on the stairs or in hallways.
- Scouts are to take the utmost care of all church facilities and make every effort to avoid any accidental damage to the building or grounds. Any damage that is discovered to have been done intentionally by a Scout of Troop 110 will lead to serious consequences and possible censure from troop activities.
- Soft drinks must be consumed outside. The ice maker in the multi Purpose room is "off limits".
- Scouts are to remain in the multi-purpose room or those rooms across from it and will not roam the hallways or the rest of the church.
- Scouts are not to use the kitchens as a "hang-out", shortcut, etc. Scouts should only

use the kitchen for food-related activities under adult supervision or to briefly use the phone. The kitchens are used during the day for preparing food and meals for the daycare. They must remain clean and off-limits to outside foot traffic.

- All church facilities are “smoke-free” facilities.

DISCIPLINE POLICY

The Scouts are expected to participate in the meetings. If the Scouts do not participate or are disruptive, action will be taken to correct the situation. Under normal situations, the Patrol Leader or other Scout Leader will issue a warning to misbehaving Scouts. If the disruptive activities continue, the Patrol Leader will have the Senior Patrol Leader or other Scout Leader speak to the Scout. Should the misbehaving continue, the Scoutmaster or other adult leader will review the situation with the Scout. This may result in the Scout being prevented from participating in the next Troop activity or a call to the Scout’s parent to take him home.

HAZING

There is no place for any form of hazing in Scouting or Troop 110. Any such practices will not be tolerated.

UNIFORM POLICY

1. Scouting is a uniformed program. Each Scout is required to have and wear, within a reasonable amount of time after joining the Troop, the following uniform items:

- a. Tan Scout shirt with appropriate insignia and patches and optionally, but highly recommended, a pair of green Scout pants / shorts.
- b. Troop neckerchief with slide. (black with red embroidery)
- c. Scout belt and buckle. (recommended)

2. Uniform and insignia shall be worn in accordance with the "Insignia Guide" and the information in the Boy Scout Handbook.

3. Each Scout is required to wear his uniform to all scheduled activities or outings. Official shirt is required for Monday meetings; full uniform for court of honor and board of reviews. **A Scout seeking a Board of Review or a Scoutmaster conference will not be allowed to meet with the Board or Scoutmaster until he is in full uniform.** Changes of clothing may be prescribed to accommodate activities which might damage the uniform.

4. The Scoutmaster and Assistant Scoutmasters are required to have and wear, within a reasonable amount of time after joining the Troop, the uniform as outlined above. ALL adult members are encouraged to do likewise.

All uniforms should be neat, clean and fit properly, with shirts tucked in.

CLASS A UNIFORM

Worn for normal meetings and events. It is worn unless B is specified. The Class A uniform consists of a properly attired Scout shirt and any Boy Scout neckerchief, Scout pants or shorts when appropriate or blue jeans. Headgear is optional but, if worn, must be Scout related. Other parts of the official Scout uniform are optional.

CLASS B UNIFORM

Worn whenever the planned event involves strenuous physical activity. The Class B uniform consists of any Scout-related Tee shirt. Head gear is optional but, if worn, must be Scout related. Other parts of the official Scout uniform are optional. Troop 110 occasionally prints its own tee shirts and each member is encouraged to have one for camp wear.

TOBACCO PRODUCTS POLICY:

Troop 110 follows all BSA guidelines concerning the use of tobacco products. (*Please refer to Safe Guide to Scouting – Part IV*) Every effort must be made to not use tobacco products of any kind where a Scout might see you! Please don't be offended if someone asks you to go somewhere else to smoke or chew. They are only upholding the BSA national policies and may even be concerned about your health!

THE PATROL METHOD IN TROOP 110

The patrol system is the essential operating method for Troop 110 and all Boy Scout troops. It has been proven to be not only the best system for Boy Scouting it has also been shown to be the only system that works. Why?

1. Friends. Patrols permit a Scout to be in a group with his friends.
2. Small size. It means each boy gets involved because he is really needed to get the job done.
3. Responsibility. Patrol jobs for everyone means all get a chance to learn and practice responsibility.
4. Adults are helped. Boy leaders free adult leaders for their special responsibilities.
5. Democratic. Patrols provide real experience in the democratic way of doing things.

Changing patrol membership

Scouts are encouraged to stay in the same patrol for the duration of their Scouting career. Such allegiance greatly contributes to the success and vitality of a patrol. If however a Scout becomes dissatisfied in being a member of his particular patrol and wishes to transfer to another patrol, he may do so only after a conference with the Scoutmaster, the

approval of the patrol leaders' council and the troop committee. The Scout must also be accepted by the patrol to which he wishes to transfer. Sometimes patrols are reorganized due to changing membership, participation, etc. In fact, this occurs regularly for campouts when a patrol may have only several members participating.

Patrol meetings

Patrol meetings are usually conducted at each troop meeting. Each patrol meets at other times and other locations as the need arises and as determined by the patrol members. Patrol meetings are to be run in a planned and business-like manner. Attendance is recorded and business conducted.

Each patrol is issued a patrol logbook by the troop. Each Patrol is also issued a copy of the Junior Leader Handbook for patrol use. The Junior Leader Handbook is to be in the possession of the patrol leader at all troop and patrol meetings and is passed on to each succeeding patrol Leader upon their election.

Patrol elections are held every 6 months, usually in October and April. These new officers take over in December and May.

Patrol jobs

1. Patrol Leader. Must hold the rank of first class or above. Elected by members of the patrol.
 - appoints each patrol member to a patrol job.
 - chairs all patrol meetings, taking the lead in planning and steering patrol meetings and activities.
 - helps patrol members advance, and may teach Scouting skills.
 - encourages members to recruit new boys to fill patrol vacancies.
 - represents his patrol on the patrol leader's council and reports to the patrol the council decisions.
 - sets a good example by advancing in rank, wearing the uniform, and living up to the Scout Oath and law.
2. Assistant Patrol Leader. is appointed by the patrol leader. Assists patrol leader and serves when the patrol leader is unavailable. Oversees patrol members' advancement.
3. Patrol Scribe checks attendance. Keeps the patrol log book up to date. Turns in attendance records to Troop scribe at troop meetings.
4. Quartermaster keeps patrol equipment in shape and maintains an up to date inventory.
5. Patrol Grubmaster makes budget for outings. In charge of hike and camp menus and assembling patrol food for outdoor events. (This job rotates for every campout)
6. Patrol Cheermaster. Researches, proposes and prepares patrol skits, songs,

campfire programs, etc. for patrol and troop events.

Only the patrol leader and assistant patrol leader wear shoulder patches denoting their office. All other shoulder patches are for troop held positions only.

Patrol flags

Each patrol is required to design and make a patrol flag that will be carried on all troop and patrol events. Adult assistance is certainly permissible and encouraged.

The New Scout Patrol

Upon entering the troop as a full member each new Scout becomes a member of a new Scout patrol. The new Scout Patrol is made up of 6 to 8 boys that have recently joined the troop and have not yet reached the rank of First Class or have entered the 6th grade.

The new Scout patrol is assisted in their duties by a Troop Guide (an older Scout that has at least earned his Star Rank) and an adult leader, usually an Assistant Scoutmaster.

The new Scout patrol elects a patrol leader from its ranks. The position of Patrol Leader is rotated among each new Scout in the patrol every 2 months to allow each boy the experience of leadership. The new Scout patrol leader does have a vote in the patrol leaders council.

When joining troop 110 an entire Webelos den may elect to remain together as a new Scout patrol. A patrol name is then selected by the new Scouts for the approval of the Troop Committee. Upon approval of the patrol name the Patrol is required to make a patrol flag and begin meeting as a patrol unit.

The National Honor Patrol (formerly the Baden-Powell Patrol) Award

The National Honor Patrol award is an embroidered star worn beneath the patrol medallion. It is the sign of a very high standard group. (Please see requirements for this award in the Appendix.)

TROOP PARENTS (The Chiefs Patrol!!!)

The adults (men and women) of Troop 110 operate as a patrol on camping trips and are known as the Chiefs patrol. Adults camping should serve as a model for the boys and share duties such as grubmaster, cooks, clean-up, fire builder, etc. Adults are constantly watched by the boys and their conduct should always be appropriate for Scouting activities. If an adult must smoke, then every effort will be made to see that the boys do not observe this. Alcohol and drugs have no place at any Scouting activity and will be grounds for removal as an adult leader.

Parents are encouraged to attend troop outings to share in the Scouting experience and to observe and experience the 'patrol method' at work. Adults always camp as a separate patrol, and like the boys, are responsible for their own cooking and equipment. The adult role is to stay close enough to observe, but far enough away not interfere with the boys' patrol functions.

The role of parents within Troop 110's successful operation cannot be overemphasized. Parents of Troop 110 are expected to be supportive of the Troop's efforts to provide the atmosphere Scouts need to learn and excel. Parents are expected to:

1. Read their Scout's handbook and understand the purpose and methods of Scouting. Parents should at a minimum attend an informal Boy Scout Fast Start Training offered by the Troop Committee or the district. This involves watching a short video tape and a brief discussion.
2. Actively follow their Scout's progress (or lack thereof) and offer encouragement when needed.
3. Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor. Assist, as requested, in all Troop fundraisers, service projects and other such activities. All such assistance lowers the cost of the program we offer to the Scouts and, therefore, lowers each family's cash outlay for their Scout(s).
4. Be aware of the Troop program and annual calendar.
5. See that the Scout attends each meeting in uniform with Scout book.

Troop 110's adult leadership is comprised of parents of Scouts presently in Troop 110, former Scouts of Troop 110, and parents of former Scouts of Troop 110 and other qualified and interested adults. There is nothing more fundamental to a quality Scout troop than adult participation. It is through the association with mature adults of high moral character that a Scout can learn many things that are critical to his development - both as a Scout and someday as an adult member of society. Troop 110 encourages and extends an open invitation to all parents or guardians to join the troop's ranks and experience the fun you might otherwise miss. You will also gain some interesting and fascinating insight, not only about Scouting, but about boys, your son, and yourself.

If camping or the outdoors is not your thing don't despair. There is most certainly a place for you in troop 110! If your time is fairly limited by work or other demands, the troop can still use your abilities and expertise. Simply volunteer. Fill out a troop resource survey sheet and see what you might like to do. The adults in troop 110 enjoy a good camaraderie and friendship, and we all share a common cause -the happiness and welfare of the boys. There is an enjoyable place in troop 110 for Mom and Dad, so come on and get aboard! It will mean a great deal to your son.

REQUIREMENTS FOR BEING AN ADULT LEADER

To become an adult leader in troop 110 the adult must complete a Boy Scouts of America adult registration form and pay the yearly registration fee of \$9.00 (2000). This covers registration, insurance and a year's subscription to Scouting, the magazine for adult leaders. This form is to be turned in to the troop committee chairman or the Scoutmaster.

All adult leaders are subject to the approval of the Troop committee, Central Presbyterian Church (the troop's sponsor) and the Westark Area Council Executive. In volunteering for a troop position an adult is encouraged to seek the advice of either the troop Scoutmaster or the troop committee chairman.

MERIT BADGE COUNSELOR

A merit badge counselor is an adult individual who has the skills, knowledge and experience to guide and instruct Scouts in a particular merit badge subject. There might be several merit badges that the person is qualified to teach. A Counselor is not limited in the number of badges he/she may be registered to counsel and there is no limit to the number of badges a counselor may work on with a specific Scout however, the "two-deep leadership rule applies here as well.

A good source of counselors is often the boys' teachers as they have specialized knowledge in merit badge subjects.

All parents of Troop 110 Scouts are encouraged to become Merit Badge Counselors. Each merit badge counselor must be registered; fees are not required. Counselors shall register using the Adult Registration Application, (BSA form No. 28-501), and complete the Merit Badge Counselor Information sheet and submit both to the District Advancement Committee for review and approval. The District Advancement Committee maintains a list of all registered merit badge counselors within the district. Many of these are school teachers and professionals who specialize in the subject to be taught.

ADULT LEADER'S TRAINING

Troop 110 has an excellent record of adult volunteers that want to know how to be better leaders and know how to better serve the Scouts. Leadership training is by no means required but is certainly encouraged to those who are interested or feel the need. A trained parent can better assist his or her son in Scouting.

LEADER OUTDOOR SKILLS TRAINING - L.O.S.T.

The Butterfield Trail District conducts a course for adult leaders called '**Leader Outdoor Skills Training - L.O.S.T.**'. The course is for any adult involved in Scouting. This course will lead the adult through the aims and methods of Scouting and will allow him or her the opportunity to actually see and experience the patrol method at work. This course takes place over two weekends starting on a Saturday morning. The second weekend of training is a camping experience. It is an outdoor and indoor experience and is highly recommended. A participant must be a registered Scouter.

WOOD BADGE

Wood badge is an advanced training course for Scouters (an adult leader) and has been called the 'PhD of Scouting'. This is a council sponsored course and either involves 8 successive days or 3 full weekends. Wood Badge is offered only about every 2 years with a current (2000) cost to the participant of approximately \$140.00. There is no better training for a Scouter and Troop 110 has always had several adults that have taken Wood Badge training and have 'worked their ticket'. Wood Badge is an experience of a lifetime and an accomplishment of which to be proud. A participant must be a registered Scouter and have served his troop for a minimum of 2 years.

ADULT LEADER BEHAVIOR

Adult leaders are looked up to as role models by Scouts, someone a Scout wants to respect and emulate. Clearly alcohol, drugs and offensive language or behavior have no place in Scouting. Such behavior is a great disservice to everyone in Troop 110 and Scouting in general

ADMINISTRATIVE

RECHARTERING

The process of rechartering the Troop must be completed by the end of December of each calendar year. Each registered boy and adult shall pay their own registration fees. This fee may be paid from the Scout's "popcorn" or "Scout" account but it is his responsibility to tell the Treasurer that he wishes to do this.

Rechartering will be accomplished in accordance with the requirements established by the Council and District.

FINANCE / RECORDS

TROOP YEAR. The Program year for Troop 110 is from Jan 1 through Dec 31. All records will be closed out on Dec 31st.

TAX EXEMPT NUMBER. The Troop has a current tax exempt number through the charter organization from the State. This number should be used for Troop purchases requiring the payment of sales tax.

INSURANCE. Registered Scouts and adults are covered by Supplemental Accident insurance (secondary to your primary health insurance policy) for illness or injury during

scheduled and approved Troop activities. The insurance is provided through the Boy Scouts of America.

The insurance provides the benefits for injuries occurring to an insured person while the coverage is in force as described below:

- A. Participating in an activity approved and supervised by the Boy Scouts of America, or
- B. Traveling directly to or from such activities.

This does not cover eyeglasses.

If you have any further questions, problems or need to make a claim, contact the Committee Chairperson.

AUDITS. Each year, during the month of January an audit of the finance records shall be made by two adults, other than the Treasurer, appointed by the committee. This audit has a two fold purpose; one to protect the financial interests of the Troop and, two, to protect the treasurer from potential accusations of wrong doing. A report shall be prepared showing the results of the audit and recommending changes or modifications that should be made to the accounting system. The report shall be presented to the Committee at the next scheduled meeting following the audit. This report shall be retained in the Troop records.

A subcommittee consisting of at least three members, including the Scoutmaster, the Treasurer, and the Fund Raiser, shall prepare an annual budget, before January, for the upcoming program year. The budget must be approved by the Committee.

SUMMER CAMP FEES.

This troop plans a one-week summer camp each year. The cost is approximately \$100. The camp and date change from year to year. Camps that the troop has attended in the past are Camp Orr (near Jasper, AR), Camp Pioneer (near Mena, AR), Camp Tom Hale (near Talahina, OK), and Camp Cherokee (on Grand Lake, OK).

If the Scout cannot go to Summer camp because of financial difficulties, please contact the Scoutmaster, Asst Scoutmaster or Committee Chairman for information on scholarships. Troop 110 does not want to see a Scout miss camping because of a lack of money.

TROOP CHECKING ACCOUNT.

The Troop will maintain a checking account and other accounts in a Committee approved institution.

The Treasurer and the Troop Committee Chairman will be authorized to draw upon the Troop checking account. Other members of the troop committee may be given power of

signature of checks as appointed by the Committee Chairman and treasurer. Checks will be signed by two authorized persons.

The Treasurer will report the status of the account at each Committee meeting.

TROOP MEMBERSHIP AND ADVANCEMENT RECORDS. Troop Membership and Advancement Records will be maintained by the Advancement Chairman using Troopmaster Software. These records will be maintained in perpetuity. Any Scout can request a printout of his advancement record.

TROOP EQUIPMENT AND MAINTENANCE.

The Troop Committee is responsible for the purchase and maintenance of equipment to meet the needs of the Troop's outdoor program. Troop 110 encourages each boy to eventually purchase and use his own pack, tent, and sleeping bag.

Acquisition. Purchases of equipment shall only be made with the approval of the Troop Committee. Expendable supplies such as rope, twine, first aid supplies, LP gas, etc. may be purchased by the Scoutmaster or his designated representative against the Troop budget without approval of the committee. Receipts shall be turned into the treasurer for reimbursement. No single purchase shall exceed \$75.00 without the approval of the committee.

Inventory. A list of all equipment owned by the Troop shall be maintained by the Quartermaster (a Scout) and the adult who serves as the Scoutmaster Quartermaster and a copy of the inventory will be provided to the Troop Committee.

Maintenance. The Troop Quartermaster, with a representative of each patrol, is responsible to inventory and clean equipment after each outing. Shortages or items needing maintenance should be reported to the Scoutmaster and/or the Troop Committee. The Equipment/Facilities Chair of the Troop Committee, working with the Troop Quartermaster shall inventory all equipment annually. Each patrol is responsible for repair or replacement of issued equipment lost or damaged for any reason other than normal wear and tear.

OUTDOOR ACTIVITIES

Outdoor program is the name of our game. Without it the game doesn't work. Scouting without outing is in the same league as swimming without water - and boys catch on fast. Scouting is effective whenever we take advantage of this truth: The place where Scouting works best is also the place the boys enjoy most: The outdoors is where Scouting is meant to take place and it is Troop 110's intention to have as much of its activities as possible in the great outdoors. Camping, hiking and being outdoors is what the Scouts most look forward to, as do the adult leaders. Troop 110 has a policy of going on a hike

or an overnight camping trip at least once every month - rain or shine, sleet or snow. It is this ability to be prepared for whatever the climatic conditions may be that gives boys a great sense of confidence in their abilities and fortitude. Only when the safety of the boys might be in jeopardy is a trip called off.

Should severe weather conditions warrant a change in plans, some other outdoor option is usually implemented at another time and the boys still get to test their skills and learn new ones.

THE BUDDY SYSTEM

On all outings troop 110 utilizes the “buddy system”. It is required of all Scouts to get with one or two fellow Scouts (patrol members) and be accountable for each other at all times. Whether swimming, hiking, sleeping or whatever each Scout is to either be with or know exactly where his “buddy(s) are at that moment.

THE PERMISSION SLIP

Before departing on any troop or patrol outing a Scout is required to turn in to the senior patrol leader or Scout--in--charge a permission slip signed by his parent or guardian before being allowed to board the bus or depart in any vehicle. The only exception to this rule is when the Scout is accompanied by his parent or guardian.

PATROL FOOD PURCHASES

Each patrol plans its own menus and purchases its own food prior to any outdoor activity in which the patrol is participating. Each patrol member shares equally in the expense of the patrol’s food purchases with his fellow patrol members. Should a Scout have to cancel his participation on an outing after the food has been purchased he is still required to pay his share of the food that has been purchased. Payment should be collected at least one week in advance of the campout. Payment to the Grubmaster MUST be made before departure.

CAMPING EQUIPMENT

Troop 110 has over the years acquired many items of camping equipment and all of this equipment is for the exclusive use by the Scouts of Troop 110. Tents and many items of cooking gear are available for checkout from the quartermaster on a patrol or individual basis. All Troop gear is stored in the quartermaster room provided for the troop by Central Presbyterian Church.

Access to the quartermaster room is restricted to the Troop Quartermaster, senior patrol leader, assistant senior patrol leader and the adult leaders unless accompanied by one of these leaders.

STOVE POLICY:

As per BSA policy, stoves can only be lit by an adult, Patrol Leader, or First Class Scout. Scouts first need to demonstrate to an adult proper and safe handling of the stove. Fire fighting equipment must be on hand when using stoves. This includes fire bucket, burlap bags and/or shovels. Operation of stoves must be supervised by an adult, with one adult supervising no more than two stoves at one time. Stoves must be used at least 10 feet away from other stoves or ground fires.

HIKING and CANOE POLICY:

Troop 110 will follow BSA safety guidelines as found in the latest edition of the Guide to Safe Scouting.

TOTIN' CHIP

A Scout must have earned and have in his possession at all times a Totin' Chip card to use or carry a knife, axe or saw. Only when a Scout has been instructed in the proper use of woods tools and has demonstrated his ability to use such tools safely is he awarded a 'totin' chip' card. Should the Scout display any unsafe use or infraction of the rules regarding the use of any woods tool a corner of his Totin' chip is cut away by an adult leader. Upon the third infraction requiring removal of the third corner of the card, the Scout's Totin' Chip is confiscated and the Scout must undergo Totin' Chip training again to acquire a new card and permission to carry and use woods tools.

PERSONAL CAMPING EQUIPMENT CHECKLIST

The following is a list of equipment each Scout will need for an overnight camp. Refer to the Scout handbook for additional and specialty items.

- Scout handbook
- compass
- sleeping bag
- mattress pad
- canteen (1 quart)
- pocket knife (tote'n chip required) (sheath knives are not allowed)
- personal mess kit
- fork and spoon
- day pack or backpack
- flashlight (extra batteries)
- hand towel
- personal hygiene kit (soap, toothbrush. Etc.)
- first aid kit (Scout first aid kit is fine)
- hiking stick
- rain suit or poncho
- clothing appropriate to the season
- change of clothes

- matches in a waterproof container
- notepad and pencil
- Bible

RESTRICTED ITEMS

High standards of conduct and behavior are expected of all Scouts of Troop 110 at all times. Should a Scout have in his possession an item or article that is determined to be unsafe or inappropriate to the occasion, that item or article will be confiscated by the Senior Patrol leader or an adult leader. Upon returning from the outing the item or article will be returned to the Scout or to the Scout's parent or guardian.

The following list contains a sample of items that are not allowed on any Scouting function. Items which may be deemed inappropriate but not listed below are still subject to confiscation and subsequent return to the Scout or Scout's parent or guardian.

- fireworks
- firearms, blank guns. Or cap guns.
- water pistols or water guns.
- sheath knives, swords, spears, or throwing stars.
- pocket radios, Walkmans, Game Boys, boom boxes and other personal electronics
- inappropriate books, literature, or magazines
- Phones (adults may bring cell phones but should refrain from using them around the boys)

“RULES OF THE WOODS”

To insure safety and provide protection for not only human beings but the environment as well it is always necessary to have a few rules that everyone must follow. The following “rules” have been formulated over many years and many outdoor trips.

1. Always use the buddy system.
2. Always sleep two or three Scouts to a tent.
3. Do not run in camp or on the trail.
4. Do not bring restricted items on any troop event.
5. Do not cut living vegetation for firewood or other purposes.
6. Do not capture, kill or harm any wildlife on any Scouting function unless licensed to do so (fishing license, etc.).
7. Patrols camp together as a unit.
8. Never leave a live fire unattended. When extinguished, place an upright stick or branch in the middle of the fire lay to indicate the fire is out.
9. Absolutely no flames in tents.
10. Pets are to be left at home.
11. Leave the camping site in better condition than

- when found.
12. All Scouts are to remain at the church following any troop outing until all gear has been put away properly in the quartermaster room.

TWO DEEP LEADERSHIP

At least two registered adult leaders are required to be present and on the job during any campout, hike or other outdoor activity. At no time is an adult to be alone with a boy other than his / her own son.

WATER ACTIVITIES

The BSA “Safe Swim Defense” plan and “Safety Afloat” guidelines apply to all troop swimming or boating activity.

RELIGIOUS OBSERVANCES

On Sunday mornings during an overnight outdoor activity troop 110 conducts religious services. These services are to be conducted by the Scouts in a service discussed and planned by the patrol leaders’ council well in advance of the campout. Parents are to arrange for transportation should a Scout need to attend services at his place of worship.

RULES OF CAMPING

1. Must be in uniform (Class A or class B as directed for each event) including to and from campouts (unless excused). Boy Scout Handbook should be brought on campouts.
2. Quartermaster will check out equipment. He is responsible for the equipment being returned in good condition and stored properly.
3. Patrols must camp an adequate distance apart and not interfere with other patrols.
4. No entry into other patrol areas without permission by that patrol except for Senior Patrol Leader, Assistant Senior Patrol Leader and adults except in emergencies.
5. No mixing of patrols or patrol equipment unless authorized by the adult staff.
6. Patrol members will eat with their patrol only.
7. Menus must be decided on prior to the campout by those members going.
8. No one leaves camp without permission from the Scoutmaster or his designated assistant.
9. The buddy system must be used and enforced.

10. Time schedules for duties will be enforced and patrol members must stay in camp until duties are complete.
11. No electronic games or radios allowed in camp, but are allowed in vehicles on extra long trips. Televisions are not allowed. Adults may have radios for weather reports but must be kept on low volume.
12. No unacceptable reading material allowed.
13. Totin'-Chip must be on person any time using a knife, ax, saw, etc.
14. Sheath knives can not be taken. Please use folding lockback pocket knives.
15. Personal property of others must be respected by all.
16. Stealing and profanity are grounds for dismissal from the troop. Those playing with matches or fire in an improper manner will be disciplined harshly and repeat offenses are also grounds for dismissal.
17. The patrol leader appoints a patrol member to be the "Grubmaster" and buy the food for the campout. This should be approximately \$10 for the weekend and should be brought and paid before the campout. The cost is divided between the boys going. The meals may also be divided among the patrol members with each member getting the food for one meal. Any boy missing a campout, who does not let the patrol know before the food is purchased, must pay for his portion even though he did not go and eat it.
18. Equipment: For a complete list of camping equipment, please refer to the Boy Scout Handbook. The troop has some items like patrol boxes, eating and cooking utensils, tents, dining flies. If the Scout needs certain equipment and could not go camping if he did not have it, please contact the SM who will try to get the items borrowed or purchased. Items for the chuck box should be purchased and cost shared by all in the patrol. Each patrol should appoint a quartermaster for the patrol who will be responsible for the chuck box and contents.

TROOP/DISTRICT/COUNCIL EVENTS.

The December annual planning conference of the Patrol Leader's Council will select which Council or District events (Camp-O-Rees, See'N Do's, Scout-O-Ramas, etc) the Troop will attend each year. The PLC is encouraged to approve attendance at all District/Council events. Decisions will be approved by the SM or Committee Chairman.

TRANSPORTATION

The Troop Committee is responsible for arranging transportation to and from outings, summer camp and activities planned by the Troop's PLC. The Committee will coordinate with the Scoutmaster to determine the number of vehicles necessary to transport the Troop to the outing or activity. The Transportation Chairman or the Troop Committee

will contact parents to request assistance in driving and will establish the authorized drivers list.

TOUR PERMITS

The Outdoor Chairman is responsible for preparation of tour permits and filing them in a timely manner. Tour permits are required by the Boy Scouts of America any time the Troop leaves for a trip. This also requires that the Troop submits for each excursion information concerning the drivers and the amount of insurance they carry. The Transportation Chairman is responsible for maintaining this list and updates it annually.

RESERVATIONS.

The Outdoor Chairman is responsible for making reservations for use of campsites and attendance at District or Council events or activities.

ORDER OF THE ARROW.

The Order of the Arrow (OA) is a national brotherhood of Scout honor campers originated to strengthen Troops and encourage outdoor experiences. It is based on brotherhood and cheerful service to fellow men. Troop members are nominated and elected to membership by fellow Scouts in their own Troops. They must meet election qualifications that are established by the Order of the Arrow. Elections are held once each year, usually in January or February, under the direction of the Council's OA lodge. Nomination and election procedures are provided by the lodge. One eligible adult may be nominated by the Troop Committee, but only if Scouts are elected.

Upon election the Scouts and adults will not be informed of their election. Parents of elected Scouts will be notified of their election so they may attend the OA ceremony during Summer Camp or a Camporee. Elected Scouts and adults will be "called out" during ceremonies. The election and "call out" does not make those elected to the Order of the Arrow a member of the Order of the Arrow. Individuals become members of the OA upon successful completion of the Ordeal of the Order conducted at a different time and location.

ADVANCEMENT.

There are many definitions of advancement, but the Scouting definition might well be, simply, "the art of meeting a challenge." For that is exactly what the Boy Scout advancement program asks boys to do. It invites them to master a challenging series of skills that prepare them to enjoy the outdoor action Scouting promises. As they master these skills they move up through six Boy Scouting ranks, each more demanding than the last, and each qualifying them for more exciting outdoor adventure - and more fun.

There are four steps of advancement:
The Boy Scout Learns.

The Boy Scout is Tested.

The Boy Scout is Reviewed.

The Boy Scout is Recognized.

Details for advancement are contained in the Boy Scout Handbook, which every Scout is required to have as soon as possible after joining the Troop.

Advancement through First Class. From the time the Scout enters the Troop through the time he earns advancement to First Class, he is learning basic Scouting skills to enable him to camp, hike, swim, cook, tie knots, administer first aid, and perform other tasks in the outdoors and to work as a member of a team. The goal of the Scouting program, and this Troop, is for the Scout to achieve the rank of First Class within his first year in the Troop. These achievements shall be signed off by the Scoutmaster or an Assistant Scoutmaster. The achievements should be signed off in the boy's handbook. This information must be transferred to the "Individual History / Transfer Report" (see Appendix) to give to the Advancement Chairman. The Advancement Chairman will log this information in the troop's Troopmaster Software for permanent record keeping.

A parent should not sign off any of their son's requirements unless the Scoutmaster has given specific permission to do so.

Advancement from First Class to Eagle. From the achievement of First Class through Eagle, the Scout will be demonstrating leadership, performing service projects, earning merit badges and demonstrating the Scout law in his everyday behavior. Upon completion of all the requirements for Star and Life the Scout will be eligible for Eagle.

After completing each rank's requirements, the boy will then participate in a Scoutmaster's Conference and a Board of Review. To schedule a Scoutmaster's Conference, the Scout should contact the Scoutmaster as soon as possible after he has completed his rank requirements. The Scoutmaster will set a date for the conference and inform the Scout of that date. The conference date will typically be set for the next scheduled troop meeting, activity, or campout, but should be held as soon as possible so as to allow the Scout to continue working of other advancement projects.

All Boards of Review for the ranks of Tenderfoot, Second Class, First Class, Star, and Life are conducted by members of the troop committee. A Scout who has completed all of the necessary requirements and has had his Scoutmaster's Conference, should contact the Committee Advancement Chairman to schedule a Board of Review for rank advancement. The conference date will normally be set for the next scheduled troop meeting, activity, or campout, but should be held as soon as possible so as to allow the Scout to continue working of other advancement projects. The Advancement Chairman reserves the right to re-schedule the board if circumstances arise to which the Board can not be properly conducted within proper BSA guidelines. The Scout must be notified as soon as possible of the new scheduled date and the reasons for the change.

A Scoutmaster Conference or a Board of Review will NOT be held unless the Scout is in full uniform and has his Boy Scout Handbook.

SCOUT RANK

The first rank earned is Scout. The joining requirements require the boy to learn the basics of Boy Scouts, like the oath, law, slogan, etc. One requirement is to work with his parents through an abuse prevention exercise contained in the front of the Boy Scout Handbook. Once the boy completes these requirements, he participates in a Scoutmaster conference. The Scoutmaster or Assistant Scoutmaster reviews the boy's progress, makes sure the boy knows the basics, and discusses what the boy would like to do in Scouting.

TENDERFOOT, SECOND CLASS, FIRST CLASS

The next three ranks concentrate on outdoor, first aid, citizenship, swimming, and patrol skills. The requirements for these three ranks can be earned in any order, i.e., a boy could complete the cooking requirements for First Class rank before he earns the Tenderfoot or Second Class ranks. However, the ranks must be earned in order.

Troop 110's activities are oriented to giving the boys opportunities to complete these requirements. The summer camp that the troop attends also will offer a full program for these ranks. There are some requirements that the parent can assist the boy in earning: physical fitness (Tenderfoot); swimming (2nd & 1st Class); visit with civic leader (1st Class); and drug awareness program (2nd Class).

STAR and LIFE

The next two ranks require the boy to participate in troop activities, be in a leadership position, perform service hours, and earn merit badges.

EAGLE

The highest rank in Boy Scouts is Eagle. The requirements are the most demanding and specific. The Advancement Chairman works directly with each Life Scout to help him understand these requirements. After being in a leadership position, earning a total of 21 merit badges, participating in troop activities, and completing an Eagle Service Project, the boy will complete an Eagle Application and have a Scoutmaster's Conference. The application is then sent to the Council Office and an Eagle Board of Review will then be conducted.

MERIT BADGES

The goal of the merit badge program is to expand a Scout's areas of interest and to encourage the Scout to meet and work with adults in a chosen subject. Merit badges are earned by a Scout working with a registered merit badge counselor. The Scout is required to contact the counselor to arrange for times and places to meet with the counselor. The Scout will obtain an Application for Merit Badge (BSA form No. 4124) known as a "blue card" from the Scoutmaster. This is a three part form. This form indicates to the counselor that the Scout is eligible and has been approved by the Troop to work on the merit badge. When the Scout completes the work on the merit badge the counselor will

sign the form and present the Scout with two of the three parts; the counselor will retain the "Counselor copy." The Scout will turn in the other two parts signed by the counselor to the Advancement Chairman. The Scout will keep the applicant's portion. The completed merit badge will be recorded in the Troop Records and the last part of the Merit Badge Application will be stored with the Troop's paper records. The cloth uniform Merit Badge earned will be presented to the Scout during the following Troop meeting. The Merit Badge Card will be presented at the next Court of Honor. It is important that the Scout keep his portion of the blue card as it serves as a permanent record in case there is ever a question about it.

Merit badges provide the boy an opportunity to learn skills or to be introduced to many subjects. There are specific requirements to earn each merit badge. The troop maintains a library of merit badge pamphlets which a boy may borrow when working on a merit badge. The public library also maintains a good stock of merit badge books and other resources.

There are several ways for boys to earn merit badges. A lot of merit badges are earned at summer camp. A boy signs up for badges and attends classes taught by camp counselors. Partial badges can be completed by the boy at a later date when back home. Another way to earn merit badges is through a troop merit badge counselor. Parents are encouraged to become counselors. Some counselors will have the boys work on their merit badge at troop meetings or camp outs. Others will schedule time for the boys to work on the badge away from troop activities. Counselors will not conduct meetings one-on-one, but will meet with a group of Scouts at one time. Some merit badges may be earned through school classes a boy may take in school such as drafting, chemistry, etc. However, the teacher must be registered as a counselor with the Scout office before signing off any blue cards. Most teachers have been willing to do this and are a valuable resource for merit badges.

BOARDS OF REVIEW.

Purpose. The purpose of the review is not an examination. Rather it is (a) to determine the Scout's attitude and acceptance of Scouting's ideals; (b) to ensure that the requirements have been met for advancement, (c) to discuss the Scout's experiences in the Troop and the Troop's program, and (d) to encourage him to keep working towards advancement. A Board of Review may also be held to counsel a boy about his lack of progress toward advancement. Objective requirements that have been "signed off" and Merit Badges that have been earned may not be re-tested as part of the Board of Review. The Board of Review may refer to a particular skill or Merit Badge in the context of the overall program, learning difficulties, likes, dislikes, etc. Each candidate is reviewed individually. The candidate should be in complete uniform. The board should make every attempt to be warm and friendly and be willing to listen to what the Scout has to say. The Board of Review is an excellent opportunity for a Scout to gain experience speaking to a group of adults.

CONDUCT OF THE BOARD OF REVIEW:

a) Tenderfoot, Second Class, First Class, Star, and Life. The board of review is conducted by a minimum of three Committee members. Parents of a Scout being considered for advancement by a board of Review may not sit on his / her son's board. The Scoutmaster is not a member of the board and may not attend or participate in Boards of Review; however, the Board of Review may question the Scoutmaster regarding a particular Scout as part of the Scout's Board of Review and will allow the Scoutmaster to address the Board of Review about a particular Scout if the Scoutmaster so requests.

b) The board should give the Scout the opportunity to bring up any questions he may have, and a chance for the board to talk to him about such matters as goals, Scout Spirit and personal growth. If necessary, the board should frankly discuss his lack of progress and to try to help him get back on track. After an initial interview, the candidate is dismissed and the board discusses whether the candidate is qualified. The candidate is asked to return before the board and is told whether he is qualified or not. If not, the board informs him what he must do to obtain approval.

c) The board will notify the Scoutmaster of the results of the board. If advancement below Eagle is approved, the Scout will be presented with the cloth patch of the new rank at the next troop meeting as soon as possible following the Board of Review. A certificate of rank will be presented at the next Court of Honor following the Board of Review. The date that the Board of Review is held, if the advancement is approved, is the date of the advancement.

d) Eagle: The Scoutmaster, Committee Chairman or Advancement Chairman will call the District Eagle Advancement chairperson and arrange a District Eagle Board of Review. He should arrange for two or more adults from the troop to be present during this Board and the Scoutmaster should be present. The board is mainly conducted by the District Person but the other adults will add support and also ask questions of the Scout. The SM may only interrupt if he feels the Board is being out of line with the Scout.

EAGLE RECOGNITION

A formal Eagle Court of Honor shall be held to honor Scouts earning Eagle. Since the Eagle Court of Honor is highly personalized, Troop 110 will provide as much support as possible for this ceremony but all costs beyond those normally associated with the advancement (i.e., rank patch or presentation kit) shall be paid by the family of the Scout. The Scout and his family may tailor the usual proceedings of the Eagle Court of Honor as long as approved by the Scoutmaster.

COURTS OF HONOR.

a) Troop 110 will conduct a Court of Honor three or four times a year to recognize all Scouts who have earned recognition. It is the responsibility of the Troop's Patrol Leader's

Council to plan and conduct Troop Courts of Honor. The Troop Committee is responsible for supporting the Courts of Honor as requested.

b) The Court of Honor recognizes all Scout appointments, elections, awards, and advancements since the last Court of Honor. Usually the SPL will appoint the master of ceremony. The advancement is usually handed to the boy by the Scoutmaster &/or the Advancement Chairman. Adult recognition may be also presented during the Troop Court of Honor.

c) The Court of Honor is a public ceremony and parents and all other interested individuals are encouraged to attend.

SCOUT SPIRIT.

Scout Spirit is a part of the evaluation of every boy applying for rank advancement. The following defines Scout Spirit.

A) Live by the Scout Oath and Law.

B) Participate in leadership roles in the troop as much as possible for the rank and troop elections. Scouts who are not in a troop office should demonstrate a willingness to help those who are in leadership positions.

C) Attend as many of the weekly meetings as possible.

D) Participate in as many other troop activities as possible. These include but not limited to: Campouts, Fund-raisers, Eagle Scout projects, and Scout camps.

E) If other BSA sponsored activities (i.e. Order of the Arrow, District JLT Training, Merit Badge Camps) conflict with troop activities, participation in these should be applicable toward Scout spirit.

F) When determining Scout Spirit, allowances should be made by troop leadership for conflicts with school activities. This is providing that the Scout's participation in the school activity is obligatory by the school as a class requirement and that missing that activity would affect the Scout's grade for the school course. (Band concert, field trips, etc.)

During the Scoutmaster Conference, the Scoutmaster may determine whether or not to sign off on the Scout Spirit requirement, in compliance with the definition of Scout Spirit as defined in this handbook and in the BSA handbook. If the Scoutmaster, in good conscience, cannot sign off the Scout Spirit requirement, he must inform the Scout as to his reasons during the Scoutmaster Conference. Also, if the requirement is not signed off, the Scoutmaster should inform the Advancement Chairman as to these reasons, and he should record them in the Scout's record for future reference. If the Advancement Chairman and/or the parent does not feel that the withholding of the Scout Spirit signing is justified, he should discuss it with the Scoutmaster at that time. If further arbitration is

necessary because the two cannot come to agreement, the matter will be brought before a quorum of the Troop Committee at the earliest possible time, including a special called meeting if necessary. The final outcome will be determined by a vote of the assembled leaders, with the parents, Scoutmaster, and Advancement Chairman not present, and will stand as the final judgment.

LIST OF PRINTED MATERIALS AVAILABLE FOR ASSISTANCE

All of the materials listed are available at the Scout office or may be ordered from the catalog. Also, the internet is an invaluable source of information. (The most complete site is www.usscouts.org)

Troop Committee Guidebook: Committee operations and policies including basic troop guidelines.

The Official Scoutmaster's Handbook: Contains guidelines for the Scoutmaster plus overall troop organization and operation.

The Official Patrol Leader's Handbook: How to be a good patrol leader, Patrol Leaders' Council meetings, hiking, camping, and advancement.

*The Official Boy Scout Handbook: Guide for Scouting, advancement, outdoor activities (cooking, hiking, camping and nature). *REQUIRED

Boy Scout Fieldbook: Hiking, compass, camping, rope work fires, cooking, outdoors, high adventure, survival, plant; and animals.

Boy Scout Requirements: Merit badges, advancement through the ranks to Eagle.

Boy Scout Program Helps: Yearly planning, fun things to do, skill games, ideas, competition and fun.

Woods Wisdom: Contains monthly activities and campout themes.

Boy Scout Songbook: Words and scores to 136 popular songs.

Merit Badge Pamphlets: About 120 different merit badges available. Many of these are in the troop library and the public library or may be purchased at the Scout office.

Boy Scout Knots: How to tie knots and care for rope.

Boy's Life Magazine: Articles and cartoons for all boys. Facts and fiction stories and games.

Boy Scout Leader Program Notebook: Aid in monthly planning and notes.

Troop Planning Worksheet: Twelve month planning sheet, weekly program, monthly campouts, special events, good turns, Boards of Review, etc..

Totin' Chip Quiz Sheet: Test for Totin' Chip for axe, Knife, saw, etc..

Troop Resource Survey Sheet: Adult help information.

Camping Sparklers: "How to" book for summer and winter camping.

Patrol and Troop Activities: Skills, games and campfire programs. Skits and storytelling, songs and activities.

Winter Camping: Bob Cary. Field tested equipment and methods for snow travel, camping, safety and nutrition in winter outdoors.

Guide to Camping and the Outdoor Experience: by the Circle Ten OA Lodge. Camps and trails and all the boyScout camps and facilities.

Forty Knots: A visual aid for knot tying-BSA.

Scouting Magazine: A family monthly magazine.

Rope, Knots, Hitches and Splices: Wellington Puritan Mills, Inc.

Junior Leader Orientation Workshop Training Manual: Teaches Patrol Leaders and Senior Patrol Leaders how to lead.

Troop Roster: Boys and adults listed alphabetically and by job.

Advancement Chart: Shows each boy's standing in regards to merit badges, skill awards and rank.

Safety Afloat Guidelines of BSA.