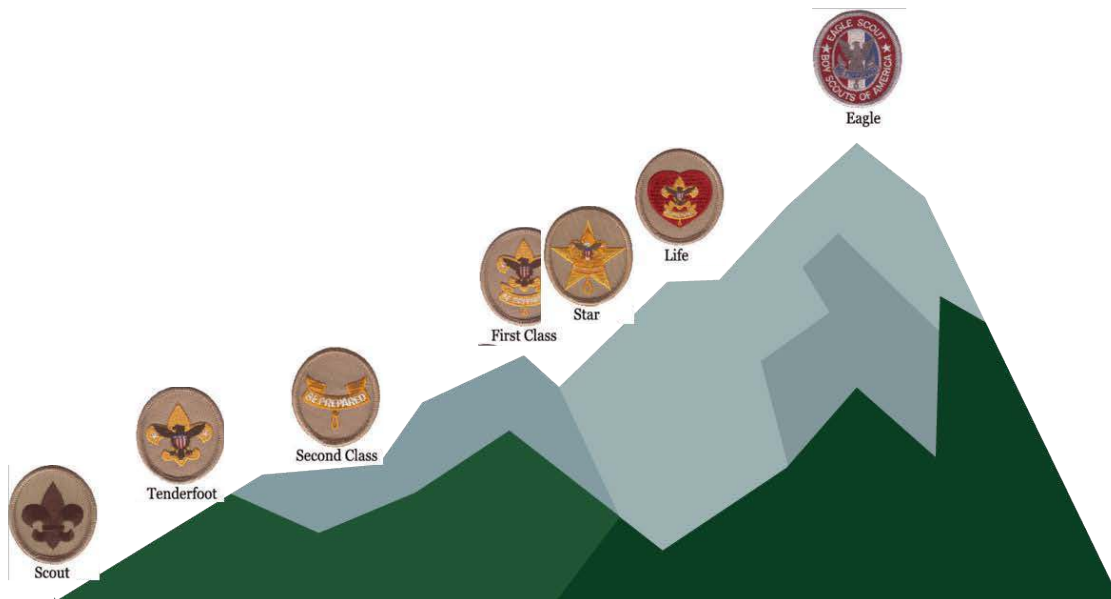


TROOP HANDBOOK

BOY SCOUT TROOP 119

ELLETTSVILLE FIRST UNITED METHODIST CHURCH

MEETINGS: MONDAYS, 7PM



Troop 119 Trail To Eagle

"Table Of Contents"

•WELCOME	Section 1
•ORGANIZATION	Section 2
•NEW SCOUT REGISTRATION	Section 3
•UNIFORMS	Section 4
•ADVANCMENT	Section 5
•MERIT BADGES	Section 6
•CAMPING PROGRAM	Section 7
•CODE OF CONDUCT	Section 8
•OFFICERS	Section 9
•ACTION BUCKS	Section 10
•GENERAL INFORMATION	Section 11
•TROOP COMMITTEE	Section 12
•TRAVEL COST	Section 13
•COMMUNICATIONS	Section 14

Section 1

"WELCOME"

Welcome to Scouts BSA Troop 119, chartered by Ellettsville First United Methodist Church.

2017 marked our 50th anniversary as a troop. EFUMC supports the Troop as an integral part of its ministry to youth in the community.

Boys -you are encouraged to join in all the activities: have fun, learn, gain lifetime skills, learn values and advance in rank from Scout to Eagle.

Parents -Scouting is also to be enjoyed as a family activity. There is room for adults and other family members, as well as the boys, on many of our outings and activities.

If you are totally new to Scouting, or if you are moving into our Troop from the Cub Scout program, you will notice that in Boy Scouting the boys determine the program — they plan what they want to do while the adults guide and assist them in accomplishing their plans. Here is how it works.

Section 2

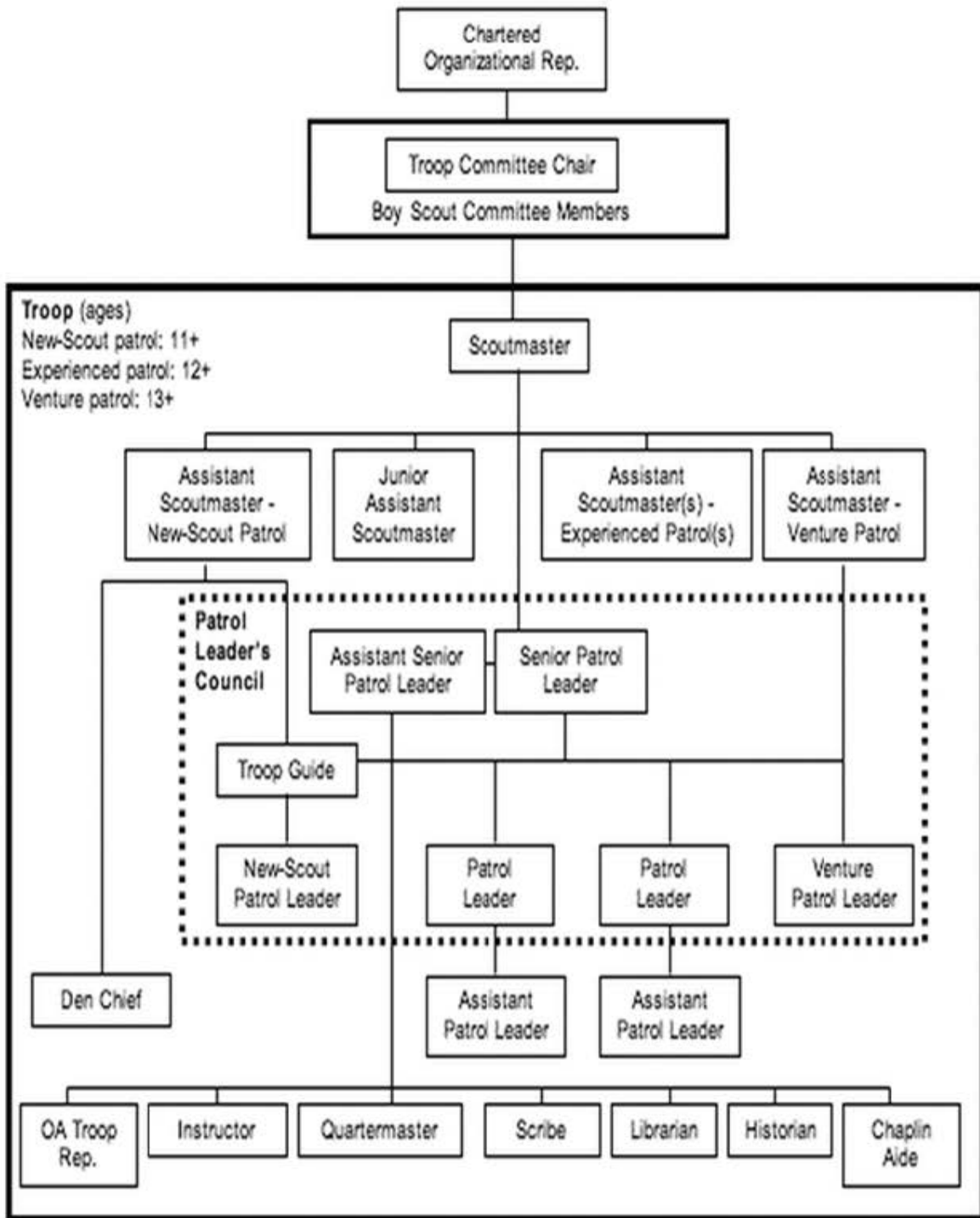
ORGANIZATION

Every boy is assigned to a Patrol, usually made up of 5 to 8 boys. They elect their own leader (typically a six-month term of office): the Patrol Leader. The Patrol Leader appoints an Assistant Patrol Leader, Scribe, Grub master, etc., for his Patrol.

The Troop is made up of several Patrols. All boys in the Troop vote for their top leader — the Senior Patrol Leader— who in consultation with the Scoutmaster appoints the Assistant Senior Patrol Leader, Quartermaster, Troop Guide(s), Troop Scribe, instructor(s), Chaplain's Aide, and Librarian. The Senior Patrol Leader runs the Troop. He has a Patrol Leaders Council meeting each month to plan the weekly meetings, outings, and service projects. The Senior Patrol Leader runs the Troop. He has a Patrol Leaders Council meeting each month to plan the weekly meetings, outings, and service projects. As the Scout participates in the weekly meetings and outings, he will be able to learn the various skills needed to advance in rank, all while having fun. With effort and enthusiasm, it is *possible* for the new Boy Scout to advance in rank to First Class in approximately one year (this takes a considerable amount of self drive, patience and persistence. Most make First class within 2 years on average). The ranks in ascending order are: Scout; Tenderfoot; Second Class; First Class; Star, Life; Eagle. The adult leaders are available to advise, assist, and support the Scouts as necessary.

- **Adult Positions:** Adult positions include the Scoutmaster, Assistant Scoutmasters, Committee Members (encompassing various duties like treasurer, fundraising, popcorn kernal and other positions as necessary). Adults can become Committee Members by joining the Boy Scouts of America and attending the monthly meetings and sit on rank board of reviews. The Committee ensures that the troop program is progressing appropriately by sitting and approving rank board of approvals of each scout as they go for their next rank. The board asks questions about how the scout has experienced the troop, patrol, leadership opportunities and challenges and a plan to accomplish the next task at hand. the board emphasizes participation, fun, responsibility, leadership, skills, pride, and high personal values. They refer to the Scout Oath, Outdoor Code, Scout Slogan, Scout Motto, and especially the Scout Law when sitting on a board of review.

Boy Scout troop organization chart



* note: currently we do include the role of Den Chief in our PLC (Patrol Leaders' Council)

Section 3

NEW SCOUT REGISTRATION

Obtain a Boy Scout application form from one of the adult leaders. Fill out as much of the multi-part form as possible. Return the form to the Scoutmaster for his signature. Troop 119 operates on the Scout Budget Plan, The National Registration Fee (\$60) is required with the initial application and every year thereafter during the re-chartering period. If Boys Life (magazine subscription) is desired, it is an additional \$12.00. Boys Life and annual registration are the responsibility of the Scout and his family but Boy Funds (not Dues) can be used to pay for these.

Weekly Dues:

Weekly dues are \$2.00 per week for 52 weeks a year. \$1 for escrow of annual registration fees and the other for troop dues. It is recommended that a boy pay his dues (weekly) out of his allowance. This helps teach responsibility and a wholesome attitude toward earning his own way. One dollar is easier to come up with than seven or eight dollars if a boy is allowed to fall behind by several weeks. If a Scout's dues are not current at the end of a quarter, the Treasurer will take the appropriate amount from the boy's fund to make up the difference so the amount owed is zero.

Dues pay for camporee fees each year. (Dues must be paid-up within two weeks at a meeting before a camporee or the boy must pay his own fee!) Dues also cover advancement supplies (patches, mother's pins, etc.) and general liability insurance, among the many other expenses of running the troop.

Medical Forms:

Medical forms are necessary and very important. Accidents can happen at any time and the adult leadership must be able to react quickly. The form gives the attending medical professional information on medicines that can cause an allergic reaction, phone numbers to call in case of emergency, parental release for lifesaving treatment, etc. BSA now requires an annual physical examination by a doctor, for all activities longer than 72 hours. Parts A and B of the form constitute a health history, and is sufficient for activities shorter in duration. The new form can be found in printable .pdf format online at www.scouting.org/Iscoutsource/HealthandSafety.aspx

Section 4

UNIFORMS

While the Boy Scout uniform is not cheap, it is of good quality and durability. We expect each Scout to have, as a minimum, one khaki Scout shirt (complete with all patches and rank badges sewn correctly in place) and a neckerchief (as authorized by the PLC), neckerchief slide (handmade or-purchased). We encourage the boys to wear long Scout pants and regulation belt; however, we realize that the boys change size rapidly during their early years of Scouting, so regular school pants are acceptable. An alternative uniform part for summer are official Scout shorts. Daily "Class B" uniform for camp wear consists of a Scouting t-shirt, including our Troop t-shirt. Also considered part of the uniform is the Official BoyScout Handbook, a pad of paper, and pen or pencil. We expect the boys to wear uniforms to each weekly meeting, as well as to outside activities. We give "Action Bucks" at meetings based on the extent to which a boy is wearing his uniform. If a boy comes directly from a sports activity, we ask that he brings a Scout shirt with him and change at the church. In keeping with the pride of advancement, a boy is required to wear his uniform when he goes before a Board of Review and to all Courts of Honor. Uniforms are available from the Bloomington Scout Shop, 5625 E. SR 46, Bloomington (phone 812-336-6809). Jackets, sashes, etc., can be added as desired. For special events (high adventure trip, Jamboree, and others), each participating Scout will be required to have full uniforms (plural). These requirements will be covered on an individual event basis.

Section 5

ADVANCEMENT

Parental guidance and encouragement can help greatly in getting a boy to reach the first advancement step, that of Scout Rank. Parents can sign off the abuse requirements and help in learning the Scout Law, Motto, etc. it is important for a Scout to understand the symbolism of the Scout Badge and its parts. This first rank badge can be awarded as soon as possible. The requirements for Tenderfoot, Second Class, and First Class can be worked on simultaneously; however, all requirement for a lower rank must be completed before a higher rank is awarded (i.e. ranks must be awarded in order). All other requirements are signed off only by the Scoutmaster or Assistant Scoutmasters. Scouts do not sign off on their own Scout Handbooks and nor do Committee Members.

Service Hours:

Service hours teach many things. It teaches how to plan, execute, give back to the community. It also teaches how to be a good community, state and national citizen. Service projects also offer an opportunity for ScoutsBSA to promote the program out in public. Keeping in mind all this, any service project needs to be approved by the Scoutmaster prior to undertaking it. As a guideline, service hour(s) opportunities must be made available for all members of the troop to participate and to count as a signoff.

Scoutmaster Conference:

Scoutmaster conferences are a time when the scout and the scoutmaster can discuss any number of topics at the discretion of either the scout or scoutmaster. A scoutmaster conference can be called by the scout, scout's parent/guardian or the scoutmaster to bring up concerns, ideas for improvement or general questions/concerns at any time. This is done in a "off to the side conversation" where 2 deep leadership can always be observed but the conversation can have some privacy. Scouts who are not advancing will be scheduled for Scoutmaster conferences to encourage them to advance and to make the scoutmaster aware of any obstacles to their completing requirements. For advancement, when all requirements have been completed for a rank, the boy schedules a Scoutmasters' Conference with the Scoutmaster. Following the conference, the Scout will be scheduled for a Board of Review. The rank badges will be awarded the week following the Board of Review's approval. The boy's achievement will then be recognized at the next Court of Honor, at which time the Mothers Pin will also be presented.

Section 6

MERIT BADGES

Troop 119's Scout to 1st Class Rank Program is a successful one. We focus our scouts between Scout Rank and First Class to concentrate on rank requirements rather than merit badges. This is to make sure most of the energy of the scout is focused on ranking up to First Class Rank. There are opportunities for scouts below First Class rank to earn merit badges as well. Scouts at First Class or above rank may start on a merit badge of their choice once they have discussed that with the scoutmaster. Before any merit badge is started a blue card (merit badge paper record) must be filled out and approved by the scoutmaster. There is no exception to this.

Here are some examples where a scout between Scout and First Class rank can earn merit badges:

1. Work with the troop on the general merit badge taught for that particular month
2. Participate in a district level merit badge day / merit badge university
3. Participate in a summer camp (long term camping)

Following are the guidelines for earning Merit Badges.

1. With the help of the Scoutmaster or Assistant Scoutmasters, determine what badge to begin working on and who the counselor is.
2. Get a "blue card" from the Scoutmaster. See the Troop Librarian, who will loan you a Merit Badge book, if available. If you must buy a book, when you have completed the badge you may donate it to the Troop library. If it is in good condition and still a current edition. \$1.00 will be credited to your "Boy Fund" account - (unless there are already too many copies in the library when you make the donation).
3. Contact the Merit Badge Counselor and begin working on the requirements.

Remember:

(a) for any badge work, a minimum of two boys and two adults must be present at every session;

(b) requirements must be done individually and as written — no more and no less (i.e., demonstrate, discuss, write, etc.).

If a Scout is diligent in his work, a Merit Badge should be completed within six months.

Section 7

CAMPING PROGRAM

Camping Fees: We try to camp in free places but we do have camporees which generally cost around \$20/ camper. Currently, the troop tries to collect these registrations from scouts weeks in advance and then registers on behalf of the scout and adults. Once the registration fees have been paid, its locked in and generally no refunds are given. The adult or scout must try to find a replacement scout or adult to go in his/her place.

Food Costs:Food for campouts is purchased by each Patrol's Grubmaster or a designated Meal Grubmaster depending on the campout. These will be discussed prior to each campout about which method of grubmaster will be used. If meals are cooked at the patrol level, then the Patrol Grubmaster buy the food and stuffs for only his patrol. If meals are cooked for the entire troop the Meal Grubmaster is responsible for all the food and stuffs for that meal(s) on the campout. The grubmaster must keep all receipts of all food and stuffs purchased to be repaid by the troop treasurer.

Each camping participant brings money (amount will vary - generally \$10) for his share of the food purchase prior to or by the outing. This money is given to the troop treasurer. Any difference will be either refunded to or collected from each person after the campout at the following troop meeting. Full refunds can only be given if the Grubmaster is notified of the Scout's cancellation prior to purchasing the food. Failure to pay by the following meeting will result in the Scout not being permitted to attend the the next outing without paying off the prior food costs. If the scout does have funds in his Boy's Fund, those can be applied to meal costs.

Each Scout should provide his own personal pack (preferably a framed backpack or duffle bag), sleeping bag or bedroll, personal mess kit including cup, rain gear, and flashlight. Personal tents are welcome on campouts. The Troop does have tents which are issued to the Scouts if needed. One of the boys assigned to each tent must take it home after the campout to dry it out and re-pack it. All of the tentage (pins, poles, ground cloth, and bags) must be completely dry prior to repacking it. Unless the equipment cannot be dried and repacked in time, the tents are to be returned at the next meeting after the campout. The tent is returned to the Troop Quartermaster for inspection. Other camping equipment provided by the Troop include dining fly, lanterns, cook stoves, patrol cooking utensils, patrol boxes, etc. Each person who is camping should use the equipment with care so that it will be available to Scouts in the coming years.

No food inside tents EVER: food attracts unwelcome visitors (mice, racoons, ants, bees, skunks, bears...)

Section 8

CODE OF CONDUCT

For Troop 119 Scouts and Scouters are expected to remain in the church building during all regular and special meetings unless under adult supervision. The church has asked that Scouts stay out of the Nursery. Show respect for the church facility (i.e., don't sit on tables and don't put your feet on the walls). Listen whenever in formation. Observe "Sign's Up." Request permission from the person who is speaking before you start to talk. A general respect of privacy and adherence to the scout oath and law will always be observed especially while in scout uniform.

Electronic Devices:

No electronic gear is permitted on campouts except by expressed permission by the Scoutmaster. Any exceptions will be announced in advance. If a Scout does bring an unauthorized electronic device his parents may be called to come and take him home.

"Lights out" and "quiet hours" will be enforced on campouts, so that other Scouts and neighboring campers will not be disturbed. If a Scout persists in making noise after three requests to quiet down, his parents may be called to come and take him home.

Section 9

OFFICERS

Accepting a position as an officer of the Troop or Patrol carries with it responsibilities:

1. All officers have the right and expectation to be trained for success. The assistant senior patrol leader trains all positions under him. The Senior Patrol Leader trains Patrol Leaders. Failure to read and or attend training may be cause for removal from office, unless there is an emergency or illness with written parental excuse. See Page 3 - Troop Organization Chart for reference.
2. A Senior Patrol Leader is expected to attend virtually all Troop activities, including weekly meetings, Patrol Leaders Council, Troop outings, etc.
3. Patrol Leaders must not miss two PLC meetings in a row unless a true emergency occurs or he covers the event with his APL or other representative.
4. A Scout can be removed from his office if the Scoutmaster and Assistant Scoutmasters have determined that he is not doing his job and the boy has been adequately counseled beforehand.

*****NOTE*** Active leadership roles in Troop 119 mean you must be present and perform appropriate duties for at least 80% of all meetings and campouts for the designated agreed upon time frame (usually the course of a rank requirement or default office tenure) This is the expectation on every leadership position in the troop and is discussed at length with the scoutmaster.**

NYLT:

Advanced leadership training, such as NYLT, is of great value to boys in troop leadership. Participation in such courses are highly recommended. The Troop provides scholarships (full or partial) to NYLT each year, and boys can seek to attend at their own expense as well.

Section 10

ACTION BUCKS

One of the "instant reward" systems of Troop 119 is the Action Buck system. At each weekly meeting, a boy can earn up to five Action Bucks.

1. 1 Action Buck can be given one if he is present but without his uniform,
2. 2 Action Bucks if he is wearing at least his Scout shirt, and
3. 5 Action Bucks if he is in full uniform.
4. 25 Action Bucks for each non-eagle required merit badge earned
5. 50 Action Bucks for each eagle required merit badge / Eagle Palms
6. 100 Action Bucks for each rank earned

Action bucks may be awarded for fund-raising projects; this will be determined on a case by case basis by the scoutmaster. These Action Bucks are saved throughout the year and are used as "cash" at our end of year Scout Auction. This auction is filled with donated and purchased items used on campouts, Christmas gifts for parents, pop, candy, food, etc. The items are auctioned off in true auction fashion. The event is truly an annual highlight. Parents are asked to donate items or to solicit donations from businesses, workplace- etc., that boys would like to buy. The troop does also budget a set amount each year to purchase items as well. No "pooling" of money is allowed at the Auction and Scouts are discouraged from "running up the price" if they don't want the item.

Section 11

GENERAL INFORMATION

We normally have one Troop or Patrol Activity each month. The activity can take on many forms — one day or weekend, outdoor or indoor. Scouts are encouraged to give their ideas to their Patrol Leaders so that the PLC can schedule an interesting variety of activities. Parental permission slips to go places with the Troop are required only in special circumstances (such as leaving the country). For all other activities, the emergency contact information, medical release, and parent signature on a current health form (as required) is all we need. Accident and Sickness insurance is provided by the Council. The policy, which covers both boys and adult leaders, is a primary policy for the first \$150.00 of covered expenses? It then becomes secondary, co-payment coverage with your family medical insurance as primary. The Plan provides coverage or injuries incurred while participating in any activity approved and supervised by the BSA and while traveling to and from these activities. Please note that the sickness must first manifest itself while traveling to, at, or returning from, a Council scheduled and supervised activity. Your Troop leaders have filing forms and specific coverage information.

Boys Funds:

"Boy Funds" is a term frequently heard when fund-raising events or popcorn sales are being discussed. The Troop Committee may designate a certain portion of the sales "profit margin" to be held in the name of the boy who makes the sale (e.g., a boy may get \$1.00 for each pizza he sells). The money is "not, however, paid out in cash; instead, the boys' earnings are held by the Troop Treasurer for summer camp fees, uniform items, or camping equipment. Any unused Boy Funds remaining when a boy leaves the Troop will be applied to unpaid dues. The balance will be placed in the Troop General Fund. A request for reimbursement of money spent by anyone in behalf of the Troop must be submitted to the Troop Treasurer within 30 days, unless an extension is granted. Receipts must accompany the request.

Section 12

TROOP Committee

Parents are encouraged to become active Committee Members. The Troop Committee meets monthly to help guide the program. Committee Members have the opportunity to attend training and program events. Registration is due each year. There are some specific jobs the Committee takes care of which allow the trained leaders to spend more time working with the Scouts. Some are of an annual duration: Treasurer, Advancement Chair, Equipment and Transportation, Coordinator, etc.

Merit Badge Counselor:

Acting as a Merit Badge Counselor is another important contribution an adult can make to the Troop. Job skills or hobbies may qualify you to work with small groups of boys. Requirements for each Merit Badge are clear. Merit Badge Counselors need not pay a fee, but must fill out an adult application with permission for the BSA to run background checks up to every three years to serve as a Merit Badge Counselor.

Section 13

TRAVEL COSTS

Because of the rising cost of gasoline, Troop 119 now makes this gas calculation part of budgeting for trips greater than 100 miles round-trip.

Planning:

1. At least two weeks before the trip, drivers should be identified, along with the vehicles to be driven, and their estimated MPG.
2. An estimate of mileage via MapQuest (unless exact mileage is known) will be done for a calculation of each vehicle's gasoline cost. Cost per gal will be made at the current cost that day + \$0.25 per gal.
3. The total for of all vehicles are added up. The total # of Scouts going on the trip will be divided by the estimated gasoline cost.
4. The per person estimated cost must be paid in exact dollars/change before leaving on the trip. Monies paid will be collected and secured for deposit with the Troop.
5. If the expenses exceed the dollars paid, the difference will be taken from the boy's fund if available or the Scout will be advised of the needed funds. if the dollars paid exceed the expenses, the difference will be deposited into the boys' funds.

Section 14

COMMUNICATIONS

All communications via text and email from adult leaders to youth in the troop must be copied to the youth's parents/guardians in order to keep within compliance of BSA's Youth Protection. The same applies to youth emailing, texting, calling adult leaders. This troop does do a lot of communication as we are quite busy. You will see these communications in a variety of formats and forms. Here are examples of what information you will find with our different methods of communication:

- 1. Weekly Agenda:** This has the troop website address, the day's program agenda, marked attendance from a previous event which happened between the last meeting and the present meeting. It will also contain 2 months of activities (fundraising, campouts, council and district events) for reference with times, dates and locations. The SPL is accountable to ensure that the weekly agenda is printed and available prior to the start of each meeting.
- 2. Shared Electronic Calendar:** Our troop has a shared calendar which is a read only version to all parents wanting to sync up a calendar on their smart phone (iphone or android). Whenever the scoutmaster makes adjustments, all reading participants are notified of the changes and the times, dates are adjusted. This is controlled by the scoutmaster.
- 3. Troop Website:** This is our centralized communication mechanism. We have a general section for those wanting to know more about our troop and then we have a dedicated Parent Portal which is only allowed to registered members and parents/guardians of scouts. In that parent portal are announcements, important lists (seasonal packing, phone, address, helpful hints and strategies), etc. The scoutmaster will update content in dedicated online groups. Parents subscribed to those groups will get emailed a notification that there are updates, log into the site, and read the updates. Parents can also ask questions, etc. Troop Webmaster will have some duties with scoutmaster oversight.
- 4. Troop Facebook Site:** This is our public face to the world for Troop 119. In here we post some pictures of our events as well as what we are doing out in the world. This is a great resource to show off what we do and how we do it. We will begin transitioning the admin functions to a troop webmaster with scoutmaster oversight.
- 5. Email List:** We do have an email list which is used for quick, short notices that need to go out immediately. This list is controlled by the scoutmaster. All parents and guardians are encouraged to be included on this group to get immediate updates. To get on the list you(or your scout) must be registered member of Troop 119.
- 6. Emergency Troop Plan:** As a registered scout unit in the Ellettsville, In community we put ourselves at the availability of the community government to get called into action to assist in a community emergency response. This could be as simple as directing traffic or provide manual labor at a location of their choosing. We utilize email and cell phone numbers for this and must keep that info up to date so if we get activated the scoutmaster can initiate a troop call-down activating the Senior Patrol Leader and Patrol Leaders to contact their members to organize them on a location to meet at with any specific instructions.