

Troop 120



BOY SCOUTS OF AMERICA

Handbook

Mill Creek, WA • Mount Baker Council • Tillikum District

www.ScoutTroop120.org

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Welcome to Troop 120! We have supported boys in the Mill Creek and South Snohomish areas for scouting activities and leadership development since 1990. Troop 120 is structured around the “boy leadership” concept as outlined by the BSA organization where each boy is allowed the opportunity to develop personal leadership skills through troop activities and meetings. Troop 120 is an outdoor troop in which we actively try to provide outdoor opportunities such as hiking, overnight camping, and outdoor skill development along with scouting rank advancement and community support. Parent support is a necessary component of this concept and we encourage all parents to support the boys in these activities.

Boy Leadership

Troop 120 has, since its inception, used the boy leadership concept for running the troop and conducting its activities. In a nutshell, the adult leadership provides the training and guidance for boys to lead the troop using the Patrol method. The patrol method involves organizing the boys into patrols of 5-8 boys and designates a patrol leader for that unit. The patrol leaders in turn answer up to the Senior / Assistant Senior Patrol leaders. Adult scout leaders strive to use this patrol hierarchy for guiding the boys through the scouting career.

BSA Mission Statement

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

The values we strive to instill are based on those found in the Scout oath and law:

Scout Oath

On my honor I will do my best
To do my duty to god and my country
And to obey the scout law;
To help others at all times;
To keep myself physically strong,
Mentally awake and morally straight.

Scout Law

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

The Outdoor Code

As an American, I will do my best to be clean in my outdoor manners, be careful with fire, be considerate in the outdoor, be conservation minded.

Troop Policies

The policies outlined in this handbook are based upon those defined by the BSA in "The Guide to Safe Scouting" (GTSS) at <http://www.scouting.org/scoutsource/HealthandSafety/GSS.aspx>. We have chosen to mention, highlight, and reiterate select policies from this publication that we feel are more often encountered by our Troop, however, Troop 120 abides by all policies defined in the BSA GTSS and parents and their scouts are encouraged to review the BSA GTSS in full.

Troop Communication

Troop 120 uses email and on-line scheduling heavily. A weekly update email is sent out listing upcoming events and requesting RSVPs. Links are provided in this email to event details which are posted on Signupgenius.com, a free website service that we use to manage RSVPs. We also maintain a calendar of meetings and events that can be accessed through our website http://www.scouttroop120.org/?page_id=150.

Paperwork and Fees

Upon joining the troop, the following paperwork needs to be filled out and submit with the following payments to the troop membership chair. Copies of these forms will be supplied to you by the troop membership chair or can be picked up at the local district scout store (1715 100th PL S.E., Everett, WA 98208).

Youth Application: This application is required for all new scouts. Submit forms to the Membership Chair.

Adult Application: All adults that previously held a BSA leadership position should fill this out in order to transfer to Troop 120. Submit forms to the Membership Chair. Adult training will be required (see troop Training Coordinator).

Medical Forms: In maintaining compliance with scout polices at the local and national level, all scouts are required to have up to date medical forms on file with the troop. A CLASS A, B, and C Medical form must be completed by a physician and returned to the troop advancement chairperson prior to any activity by the scout that will extend over 72 hours from home.

Scout Medical forms A, B & C. http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf.

Examples are Boy Scout Camp and the annual Summer Trek that will require this form. Participating adults on scout outings must have Class A form on file for all hikes and outings. For adults over 40, a Class B is required to be completed by a physician and on file with the troop.

Due to insurance requirements by our carrier and district scout policy, no exceptions can be made.

About Dues: To maintain a fiscally sound troop and in keeping with general non-profit organization practices, Troop 120 has structured their operating expenses in the following manner;

Troop dues are paid annually, but if necessary other arrangements can be made through the treasurer. At the beginning of each scouting year (September to August) dues are re-calculated based upon that years approved budget. Each year the dues may be higher or lower than the previous year's depending upon the planned schedule of activities. New scouts dues are prorated calculated as the annual fee divided by 12 per month from their first full month though August. For example: if Dues are \$120, the dues for a new scout joining in April would be \$50.

About Food/Outing Money: Food expenses and outing money are in addition to the annual dues. For each outing, costs for food, parking, gas, etc. are estimated. This amount is divided by the number of scouts attending in order to determine the per scout cost. Parents and scouts will be notified of the per scout cost prior to each event. Payment is typically required prior to departure.

The Scout Handbook

Troop 120 uses the official Boy Scouts of America Handbook. Each new scout receives a handbook at no cost upon crossing-over to Troop 120. This book will be used to record all of the scouts activities through-out their career as a Boy Scout and serves as a formal record of these accomplishments.

Be sure to immediately put your boy's name in it!

The handbook contains sections for each of the scouts rank advancements. For each rank it lists all of the requirements. As a scout completes these achievements, an official member of the Troops Adult Leadership initials that they has been complete. In order to complete a rank advancement and receive a new badge, the scout's book will be reviewed to verify that each requirement has been officially initialed. In order to achieve the rank of Eagle, a scout's book must have official initials for all previous ranks. It is therefore very important to take care of this book.

In the back of the book are camping and **service logs**. It is important to fill these out from day one as a boy scout because minimum service hours are required for later rank advancement.

Uniforms

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

Class-A Uniforms: Once a scout joins the troop, he will need following items for his Class-A uniform. This is the classic scout uniform required from all formal events.

- BSA Shirt (long or short sleeve)
- BSA Insignia
- BSA Belt
- Mt Baker Council patch
- Green Epaulettes for the shoulders (supplied by the troop at cross-over)
- Purple World Scout Crest Emblem with “fleur de lis” and rope to be sewn on left front over pocket.
- Troop neckerchief (1 supplied by the troop at cross-over) and tie-slide □ BSA Cap (Optional)

Once the scout has completed second class rank and prior to his board of review for First Class Rank he will need the following;

- BSA Trousers, zip off pants, or shorts
- BSA Socks
- A merit badge sash – for displaying earned Merit badges.
- Dark shoes to be worn for boards of review or Courts of honor.

Uniforms and accessories can be obtained at the local district scout store located at

1715 100th PL SE, Everett, WA 98208
Telephone: 425.338.0380

Class-B Uniforms

The Class-B uniform consists of t-shirts, sweatshirts, and other apparel that has been produced by the Troop adorned with the Troop 120 logo. This apparel is intended for use during scouting event that may soil the Class-A uniform, such as hiking, camping, service projects, etc. New scouts will receive one Troop 120 Class B t-shirt at no cost. Periodically parents and scouts will be given the opportunity to order new class-B uniform apparel.

Important things to remember about the Scout Uniform

- A scout uniform should always be clean and tidy.
- Scout shirts should always be buttoned and tucked-in.
- **PUT YOUR BOY'S NAME ON IT!** Scouts are always losing their shirts, neckerchiefs, and hats.

Scout Gear

Equipment Use Policy: Troop 120 maintains an inventory of camping equipment for use by the scouts during outings. Each scout is expected to use this equipment in a responsible manner. Equipment is usually issued to each Patrol prior to and recovered at the conclusion of the outing. Each boy will be instructed in the proper use and care of each piece of equipment with particular emphasis on safety for stoves and other gear that might pose a hazard to that scout or people around him.

Our general policy for troop equipment is summarized as follows;

1. Each scout is responsible for using all troop equipment in a proper manner and for returning assigned gear, clean, and in working order. Problems or damage beyond normal wear must be reported immediately to a scout leader. Tents are of particular concern after an outing as they must be dried out completely prior to storing.
2. All troop equipment is for use during sanctioned troop events and may not be borrowed for personal use by scouts or their families.
3. Troop equipment will be distributed prior to each outing, to the patrol quartermasters who are responsible along with their patrols for the equipment.
4. The troop has designated an adult leader as the Equipment Coordinator who will manage the equipment when not in use and work with the patrol quartermasters in issuing and recovering equipment for each outing. The Equipment coordinator will maintain an inventory of equipment and provide feedback to the patrol leadership in requesting new or replacement equipment.
5. Scouts found to be negligent with troop equipment that is damaged may be asked to compensate the troop for the cost of replacement.

Equipment Considerations When planning for a backpacking trip;

- The scout should use care and consideration as to how the equipment will be used and pack according to most used items in the outer portion of the pack and less used items further in. In most cases the scout will have to experience a trip or two before he fully understands this concept.

- In addition, the use of cotton clothing is not allowed for outdoor outings. Cotton is a poor insulator once it becomes damp from perspiration. Suitable clothing that wicks moisture away from the body is necessary for the safety and comfort of the scout or parent leader. See your scout leader for more information.
- Overall, the total weight of the backpack should not exceed 25 percent of the scout's body weight. Acquire items that are light and rugged enough for backpacking that will not take up unnecessary weight or space. In many cases it's not necessary to buy the latest and greatest from REI but a simple and inexpensive item will do from the local discount store (example: plastic eating utensils and bowls instead of a titanium mess kit). An exception to this rule concerns footgear.
- Footgear: This is where it pays to spend a little money in order to get a good fit and have something that will protect the feet on the trail. It's a tough decision to spend money on a boy's boots knowing he may outgrow them a couple of times before he completes his scout career. The alternative is possible foot problems and discomfort during the outing. Another area concerning footgear is breaking them in. Properly breaking in new boots should be completed prior to a backpacking trip. Outings are not the time to wear those brand new, out of the box, boots he received as a gift for Christmas or a birthday.

See **Appendix B** for complete equipment list.

Meeting Schedule

Troop 120 meets on a calendar year running from September to August.

Troop Meetings: Held weekly every Monday, with the exception of national holidays, during the September through June. See the Troop calendar to confirm each meeting.

PLC Meetings: The Patrol Leaders' Council, or PLC, is the primary decision-making body of the troop. It is run by the SPL, and also consists of the ASPL and the Patrol Leader for each patrol. The PLC typically meets after each troop meeting and once a month to discuss and plan the following month's troop activities. See more about the PLC in the Troop Structure section.

Adult Scout Leadership Meetings: Once a month, typically at the same time as the PLC meeting, the Scoutmaster and Assistant Scoutmasters meet to discuss matters concerning scout leadership. See more about the Adult Scout Leadership in the Troop Structure section.

Troop Committee Meetings: Once a month the Troop Committee meets to discuss all issues regarding the management of the troop. All interested parents are welcome to attend this meeting! See more about the Troop Committee in the Troop Structure section.

Troop Outings: Each month Troop 120 organized typically 1 major outing, a hike or camping trip. In contrast to Troop meetings, Troop outings are held all 12 months of the year. See the Troop calendar to confirm each meeting.

Major Troop Outings: Throughout the year Troop 120 hosts several major outings:

Family Camp – Typically in May, this a family oriented outing intended to involve all scouts and family members in a fun in the sun adventure.

Annual BSA Summer Camp - Typically in July, this is a week-long camp for the boys and a few chaperon adults. The camp is made up of boys from Troop all over Washington and is highly recommended for first year scouts for advancement purposes.

Annual Troop 120 Trek – Typically in August, this is a week-long event for Troop 120 boys only and a few chaperon adults. During this event the boys typically strive to achieve a significant achievement, such as a 50-mile or kayak adventure.

Winter Family Camp – Typically in January, this a family oriented outing intended to involve all scouts and family members in a wintery snow adventure.

Scouts, Parents, and Sibling Involvement

The majority of Troop events are intended for the Scouts, but parents are encouraged to attend and support their scout, and several family centric events are planned to involve parents, siblings and other family members.

Troop Meetings: Scout attendance is required and an area is provided separate from the scouts for parents and siblings.

Outings: The majority of troop outings are intended for the boy scouts and volunteer parents only.

Adult Participation: We at Troop 120 understand the challenges of volunteering time for your boy's various activities, whether they are scouting, rec-sports, or the many other activities the boys want to be involved with. For scouting we have found that active parent involvement is critical to each boy's success in scouting as well as the overall success of the troop. With that in mind, as a parent of a scout, you may be asked to assist in fundraising, transporting scouts to and from various activities and participate on hikes and outings to the best of your ability. We also encourage each parent to consider participating with the leadership as a scout leader, committee member, or various volunteer positions. Remember... the more of us who help out, the easier it is for everyone and the more we can accomplish.

For parents to perform these functions, we need the following informational forms;

- Driver information Form – one form for each vehicle used.
- Parent Survey Form
- Adult Volunteer Leader Form
- Adult Medical Form
- Washington State Patrol Check Merit Badge Counselor form.

Transportation

Parent volunteers help transport the scouts and gear to and from outings. Parents driving on outings need to have current vehicle and insurance information on file with the transportation coordinator as it is required to be included in trip permits submitted to the district prior to each scout outing.

Expected attendance, Participation, and Behavior

Behavior of boys during this phase of their life can sometimes be very challenging but to be fair to all scouts in our troop as well as the parent volunteers, certain expectations for behavior

should be understood by parents and boys to ensure safety and provide a positive scouting experience for everyone.

In setting the standard for behavior, the scout law and oath will be used as a guideline for expectations in how scouts and parents conduct themselves during scouting activities.

The Scout Law

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

Scout Oath

On my honor I will do my best
To do my duty to god and my country
And to obey the scout law;
To help others at all times; To
keep myself physically strong,
Mentally awake and morally straight.

With the above in mind, the following key points can be derived, but not limited to, for guiding behavior:

- When the scout sign goes up. Everyone becomes quiet and attention turns to the adult/boy leader.
- Scouts will respect adult and scout leadership and each other at all times.
- Scouts will treat their personal / troop equipment and activity premises in a respectful manner at all times.
- Scouts will wear their BSA uniform in a neat and respectful way as outlined in the scouting manual to all troop meetings and other events as directed by scout leadership.
- No swearing, offensive or use of unfit language will be tolerated.
- Since the assumption is the boys wish to be involved in scouting, they will be expected to fully participate in a positive manner for the activities and outings they join in. As an example, while in camp, the boys will be expected, based on direction from boy/adult leadership, to fully participate in typical camp duties such as setting up tents, cooking areas, building fires, as well any other chore deemed necessary by the scout leadership.
- Older boys are expected to set the example for newer boys coming into the troop in both behavior and attitude in learning scout principles, skills and behaviors.

Consequences

Enforcement of behavior standards will always be dealt with in a fair and equitable manner consistent with BSA guidelines. In most cases a simple reminder to the boy is usually sufficient

to correct his behavior and the situation ends there. In those cases where behavior continues to deteriorate, the scout leadership will use the following consequences to address it:

1. Minor infractions involving violating the above points or unruly, disrespectful or disobedient behavior which is not consistent with the Scout oath and law, will result in a verbal warning to the scout. On the third warning, the scout will be warned that his participation in the scout event is in jeopardy and will be ended on the next occurrence and his parents will be called to retrieve him. If the scout's parent is present at the activity, they will be expected to take their son aside for coaching and correcting his behavior. If further infractions occur, the scout leader may request the parent to take their son home.
2. Similar reoccurring negative behaviors observed from activity to activity may be considered a chronic situation and the scout leadership may contact the parents for a meeting to discuss the situation and request a plan for the boy to address his behaviors for continuing his participation in the troop.
3. Major incidences involving safety such as violent or irresponsible behavior towards another scout, adult or themselves, will be grounds for scout leadership to terminate immediately the offending boy's participation in the troop activity. If the scout's parent is present, scout leadership will remand the boy to his parent for further coaching. The scout leadership may request the parent to take the boy home based on concerns for his and/or the troops safety.

For major incidences where there is a concern for the scout's or the troop safety, Scout leadership will contact the parents afterwards for a meeting to discuss the incident and depending on circumstances, whether the boy can continue to participate in the troop. Due to the seriousness of the issue for boy/troop safety, scout leadership is required to notify the committee within 48 hours after returning home, to document the incident details and a recommendation for further action if necessary.

Rules of Conduct

Boy Scouts is a boy-led environment, but there do need to be some ground rules of conduct laid out for Troop 120:

Adult leaders' behavior: Adult leaders of Troop 120 are expected to maintain a standard of conduct, even outside of troop time. **Alcohol:** It is the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances is not permitted at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. **Tobacco:** Adult leaders should support the attitude

that they, as well as youths, are better off without tobacco in any form and may not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants. **Drugs:** The misuse of drugs happens in all levels of our society. We may be confronted with the problem at any time; therefore, we need to understand the misuse of drugs and what can be done about the situation. See the Drug Enforcement Administration website (<http://www.justice.gov/dea/index.htm>) for detailed information on controlled substances and their effects. **Medical Marijuana:** It is unacceptable for anyone to use or be under the influence of medical marijuana at or during any Scouting activity. The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

Two-deep adult leadership: The rules of the Boy Scouts of America's national organization require "two-deep" leadership at all events, for the protection of the boys. This means that at no time can only one adult be with a boy or boys on a campout or other activity. If a second adult cannot be found to accompany the group, then the event must be canceled.

Respect for adults: Boys in Troop 120 address adults by their proper title, e.g., "Mr. Smith." We realize this isn't very common these days, but it is a good way to get the boys to show respect to their adult leaders (and it's what they already do for teachers and most coaches).

Respect for peers: We encourage and enforce respect for peers. We will try to prevent teasing and mean-spirited making fun of other boys, as well as any use of profanity.) Also, boys are expected to pay attention when someone is talking to the group.

No electronic gadgets: We do not allow devices such as cell phones, MP3 players, and Gameboys on troop outings. There is nothing inherently wrong with these activities, but it robs the boy's time and attention away from other activities that are more helpful to his development. Believe it or not, boys in the 21st century still can have a lot of fun the old fashioned way! (Note that adults may carry cell phones for emergency use and to provide a heads-up for return time.)

Soda pop & junk food: Similarly, we try to limit junk food and soda pop on campouts. Pop is heavy to pack, can get messy and sticky if spilled, attracts bugs and animals, can lead to behavior problems with the sugar/caffeine blast, and requires boys to pack out the empty cans. It just isn't worth it! Some sweets are allowed for desserts and snacks, but the boys are encouraged to plan well-balanced meals since that's required for some rank advancements.

Other contraband: It should go without saying, but we'll say it just in case. We will swiftly deal with any boy who brings any "contraband" to any Scouting activity -- alcohol, tobacco, illegal drugs, pornography, firearms, etc. Repercussions may include expulsion from the troop.

Safety: Boys do the planning and lead the way on Scout campouts and activities, but the adults are there to make sure that a minimum level of safety standards exists. For example, some parents cringe at the thought of their "little boy" wielding an ax or saw to cut firewood, but that is a privilege that the boy must earn by getting his "Totin' Chip" card.

See the BSA GTSS for all rules of safety that Troop 120 follows:

<http://www.scouting.org/scoutsources/HealthandSafety/GSS.aspx>

Tips for new dads on campouts: Fathers of Scouts are always welcomed and encouraged to join us on campouts! (Keep in mind, however, that some trips such as high-adventure have strict limits on crew size.) The main concept to keep in mind is that we are a boy-led troop. Here are some tips for dads who may be new to our troop:

No alcohol -- Alcohol is completely forbidden at any Scouting event by the Boy Scouts of America.

No tobacco -- smoking is prohibited by Troop 120 on all outings and events.

No personal firearms -- Firearms are permitted only on official Boy Scout rifle ranges, not on normal campouts.

Avoid profanity -- remember that adults are serving as role models for the boys, so let's avoid swearing.

Avoid disciplining your own son -- This one is sometimes tough for parents. Try to work through the line of command in the troop if there are behavior issues. The last thing you want is for your son to wish you didn't come on the campout.

Let your son sleep in a tent with his patrol -- many new dads think they're doing their young son a favor by sleeping with him, but we find that it's better for the Scout to bond with the boys in his patrol and get a little independence from Dad. He'll appreciate that you're nearby, even if he doesn't show it.

"Never do what a boy can do" -- that is the slogan of Scouting's founder, Baden Powell. Yes, we all love to build fires, hang the bear bag, split wood, etc. But if boys aren't allowed to do that (sometimes painfully slowly), they won't learn. You may need to bring a book on campouts to keep you busy!

Work through chain of command -- every Scout reports to his patrol leader (PL), and patrol leaders all report to the senior patrol leader (SPL), who reports to the Scoutmaster. If you see a Scout that should be doing something (or should STOP doing something), try to avoid directly commanding that Scout if possible. Rather, mention it to his patrol leader. Better yet, work through the SPL, who will work with that Scout's

PL. That keeps the youth leaders in the loop, and being responsible for their boys is how they learn leadership.

Troop Leadership and Structure

Scouting at its core is to be a boy-run program. The boys have a detailed organizational structure, implemented with elections and appointments. Adults are needed, of course, to provide transportation and oversight, but should operate in the background whenever possible.

The "Patrol Method": All of scouting revolves around the "Patrol Method." With the exception of a couple key troop leaders, all Scouts are divided into patrols. Patrols should consist of 3-8 boys. But since many boys can't make it to a given campout or meeting, we need to start with slightly larger patrols, so that we hit the 3-8 target in actual attendance.

Senior Patrol Leader (SPL) – This is the Scout that's in charge. He runs the meetings and campouts, and runs the PLC (Patrol Leaders' Council) meetings where troop decisions are made. He appoints all troop positions except for Patrol Leaders. The SPL is elected by the Troop three times annually.

Assistant Senior Patrol Leader (ASPL): Helps the SPL in training and giving direction to the troop and patrol leadership. He fills in any time the SPL can't be at a meeting or event. The ASPL also serves on the PLC. The ASPL is nominated by the SPL three times annually.

After the SPL election and ASPL appointment, we'll know who is left for the regular patrols. If any patrol reallocation needs to be done, now is the time for that. When patrol rosters are solidified by the SPL, then each patrol elects a Patrol Leader.

Patrol Leader (PL): Each patrol has a patrol leader that is elected by his patrol three times annually. The PL is in charge of his patrol. He runs patrol meetings and helps make troop decisions on the PLC. He is the first line of leadership for most boys in the troop, and is especially valuable to new boys coming in. He makes the final decisions for patrol menus for campouts, makes sure his patrol has the right gear, and creates work charts. One of his main responsibilities is helping his newer scouts advance to First Class rank.

Assistant Patrol Leader (APL): The PL appoints his own APL. The APL helps the PL in directing the activities of the patrol.

Leadership Positions: Once the SPL is elected, the ASPL is appointed, and the various Patrol Leaders are elected, then the SPL may choose to appoint other boys to a troop leadership position. (Boys appointed to other troop leadership positions remain in their patrols.) All troop leadership positions expire at the end of the SPL's term.

In order to advance in rank past First Class, boys must serve in a troop leadership position. Any qualified boy can fill out an application for the position(s) he's interested in. The SPL can fill none, some, or all of the troop leadership positions, depending on availability and troop need. Here's a list of troop leadership positions qualified for rank advancement, and their requirements:

- Senior Patrol Leader
 - Quartermaster
 - Chaplain's Aide
 - Bugler
 - Troop Instructor
- Assistant SPL
 - Scribe
 - Troop Guide
- Patrol Leader
 - Librarian

If a boy fails to meet the minimum attendance set up by the PLC, he may or may not be replaced by the SPL, but he will not receive credit for time served in that leadership position for rank advancement. Exceptions due to special circumstances may be granted by the PLC on a case-by-case basis. (If the absence is due to an official Scout activity such as Order of the Arrow or NYLT, then the absence may not count against the Scout.) (NOTE: many boys are very involved with sports, band, etc. It is perfectly fine if they come to Scouts whenever they can! We'd much rather have a boy on ONE CAMPOUT a year than not at all. However, I'm sure you'd agree that a boy who can participate in only a small fraction of the activities really could not take on the responsibility of a true troop leader.)

Job Descriptions for Troop Leaders:

Scribe: The troop scribe handles all records and written notes, collects and maintains attendance records at meetings and outings, records results of uniform inspections, collects permission slips for campouts, possibly writes articles for church newsletter, serves as non-voting member of the PLC to record notes.

Quartermaster: The quartermaster is responsible for the troop's equipment. Duties include: responsible for troop's flags and banner, bringing them to all events and returning them to storage; keeping an inventory of troop camping equipment: ropes, stoves, tents, cooking gear, water filter, etc.; Checks out gear to patrols or scouts as needed; responsible to repair or replace damaged gear.

Librarian: The troop Librarian maintains the troop library. The library is a resource for the troop while working on merit badges or planning events. His duties include: keeping inventory of all merit badge pamphlets. Authorize purchase of additional pamphlets as needed; removing old merit badge pamphlets that do not meet current requirements; keeping track of other troop written resources, such as Patrol Leaders' Guide, Field book, Outdoor Cooking books, Boy's Life, etc.; keeping records on all materials checked out, and compile statistics on their usage.

Troop Instructor: The troop Instructor is responsible to teach skills and help boys advance in rank. Works with patrol leaders to help new boys get up to First Class rank. Plans and teaches specific skills at meetings and campouts such as "Fireman Chit" (campfire-building), first aid, cooking, "Totin' Chip" (knife and ax), pioneering, orienteering etc.

Troop Guide: The troop Guide is responsible specifically to help the New Scout Patrol (if there is one). The Guide will work with the newbies helping them learn to cook, organize patrol activities, and learn basic Scouting skills. The Troop Guide will work with the Troop Instructor to make sure all the new Scouts progress in sign-offs and learning.

Bugler: The troop Bugler helps run troop activities with bugle calls. Must bring the bugle to every meeting and campout. Plays "To the Colors" during the flag ceremony at every meeting and campout; plays "Retreat" during the lowering of the flag at the end of every meeting and "Taps" at lights-out on campouts. Also plays "Reveille" at daybreak, and "Mess Call" for meals. Since most troops (sadly) don't have a bugler any more, the Troop 120 bugler is usually asked to play for all the troops at Camporees and other multi-troop functions. The bugler doesn't have to be perfect, but strives to the best he can with accuracy and tone quality.

Adult Leadership:

Scoutmaster: The Scoutmaster is the adult responsible for working directly with the Scouts to help them create the program for the troop. The Scoutmaster trains boy leaders to run the troop by providing direction, coaching, and support.

Assistant Scoutmaster(s): An Assistant Scoutmaster is one of the adult leaders age 18 or over who assist the Scoutmaster in delivering the troop program.

Troop Chaplain: The unit chaplain is appointed by the committee chairman to provide spiritual tone, guide the chaplain aide, give spiritual counseling, and promote the regular religious participation of each member.

The Scoutmaster and Assistant Scoutmasters are NOT formal members of the committee. The Scoutmaster and Assistant Scoutmasters are advisers to the committee. They may attend committee meetings to communicate scout plans and to coordinate the needs of the Scouts. This factor is important to remember during Boards of Review because the Boards of Review also serve as quality checks of the Scouting program as delivered by the Scoutmaster and the Assistant Scoutmasters.

The Troop Committee: The Troop Committee is responsible for conducting the business of the troop, setting policy, and helping the Scoutmaster and Scouts with the outdoor program and

other planned activities. The committee also has the responsibility to provide adults for boards of review. This is an important responsibility and is one area where help is always needed and appreciated. The committee consists of parent volunteers who fulfill various roles on the committee.

Chartered Organization Representative: The Chartered Organization Representative is the direct contact between the unit and the Chartered Organization. This individual is also the organization's contact with the district committee and the Local Council. The chartered organization representative may become a member of the district committee and is a voting member of the council. The Chartered Organization Representative appoints the unit committee chair.

Troop Committee Chairman: The unit committee chair is appointed by the chartered organization and registered as an adult leader of the BSA. The unit committee chairman appoints and supervises the unit committee and unit leaders.

Troop Secretary: The unit secretary is appointed by the committee chairman to keep minutes and records, send notices, and handle publicity.

Troop Treasurer: The unit treasurer is appointed by the committee chairman to handle unit funds, pay bills, maintain accounts, coordinate the annual Friends of Scouting (FOS) campaign, and supervise fundraising.

Troop Advancement Chair: The unit advancement chair is appointed by the committee chairman to ensure that the unit has at least monthly boards of review, quarterly courts of honor, and that the unit has goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year. The advancement coordinator is also responsible for record keeping and submitting advancement reports.

Troop Equipment Coordinator: The unit equipment coordinator is appointed by the committee chairman to work with the youth Quartermaster and is responsible inventory, storage, and maintenance of unit equipment.

Troop Outdoor/Activities Chair: The unit outdoor/activities chair is appointed by the committee chairman to secure tour permits and permission to use camping site, serve as transportation coordinator, and ensure a monthly outdoor program.

Troop Membership Chair: The unit membership chair is appointed by the committee chairman to help ensure a smooth transition of new Scouts into the unit and orientation for new parents.

Troop Training Chair: The unit training chair is appointed by the committee chairman to ensure training opportunities are available, maintain training records and materials, and is responsible for BSA Youth Protection training.

Troop Public Relations Chair: The unit public relations chair is appointed by the committee chairman to inform parents of their responsibilities in Scouting and with the chartered organization. Provides news and announcements about the unit to newspapers, bulletins of sponsors, web sites, etc. Promotes and stimulates service projects, Scouting Anniversary Week, Scout Sunday or Scout Sabbath, and family participation in unit events. Promotes new membership and lets people in the neighborhood know that Scouting is available.

Troop Friends of Scouting (FOS) Chair: The unit Friends of Scouting chair is appointed by the committee chairman to work closely with the unit committee on public relations for FOS; conducts annual FOS campaign to enroll family members and adult leaders in FOS; gives recognition to contributors and enrollees.

Troop Scouting for Food Chair: The unit Scouting for Food chair is appointed by the committee chairman to coordinate an annual food drive for the unit and reports the result to the district.

Troop Fundraising Chair: The Unit Fundraising Chair, also called the "Popcorn Kernel" in some councils, is appointed by the committee chairman to supervise Fundraising and ensure that every youth member has the opportunity to participate in Popcorn sales or other council Fundraising events.

Scout Parent Unit Coordinator: The Scout Parents Unit Coordinator is an appointed member of the unit committee or can be an assistant unit leader. Their job is to welcome parents, keep them informed, and encourage them to help with at least one specific task or project each year.

Other Committee Positions:

- Eagle Mentor
- Christmas Tree Recycling
- Christmas Tree Hospitality
- Summer Camp Coordinator
- Spring Garage Sale Coordinator
- Troop Webmaster
- Troop Calendar

The troop roster and current positions: An up-to-date troop roster and list of positions is maintained by the troop Membership Chair.

Scout Advancement

Rank advancement is a big part of the Scouting method. Scouts can measure their growth in skills by climbing through the ranks. Here is an overview of Scout ranks:

Rank	Overview of requirements
Scout	very simple -- just have to explain a few things
Tenderfoot	Campout; basic skills; memorization; physical tests
Second Class	5-mile hike; fire/ax; service; first aid; swimming
First Class	Orienteering; cooking; plants; knots; swimming
Star	6 merit badges (4 Eagle-req.); service; 4 months troop leadership
Life	5 more merit badges (3 more Eagle-req.); service; 6 months troop leadership
Eagle	10 more merit badges (5 more Eagle-req.); Eagle Project ; 6 months troop leadership
Eagle Palms	3 months and 5 more merit badges for each (bronze, gold, silver)

Unlike cub scouts, Boy Scout advancement occurs at the individual level. Each boy is responsible for managing his progress and should be working with scout leadership for opportunities to complete advancement requirements. The scout leadership (Scoutmaster, Assistant Scoutmaster) will work with each boy and upon completion of each requirement will signoff in the scout's handbook for that requirement. Upon completion of all requirements for a given rank, the boy will request a scout leader's conference with the scoutmaster in order to formally review the completed requirements and answer any questions from the scout prior to his requesting a **Board of Review (BOR)**.

Upon completion of the scoutmaster conference, the scout will contact the Advancement Chairperson to request a BOR be scheduled. BOR's are scheduled monthly and consist of a panel of 3-4 volunteer parents who review the scouts request and ask them question based upon the specified requirements.

At the completion of a BOR the scout will be notified of the acceptance or denial for his advancement based on results from BOR participants. In the case of denial, the scout only needs to address the issues found during the BOR and can return the next month for a retry.

Advancement award patches are awarded normally during the three courts of honors (COH) scheduled throughout the year – summer, winter, and spring. See the troop schedule for exact dates. Completed blue cards that are returned to the scout at the time of the COH and should be kept in a safe place as a requirement for future rank advancement requirements (Eagle Rank)

A Boy Scout **Court of Honor (COH)** is typically a big deal because it's a time to recognize all the work each Scout and the Troop has done over the past few months, including merit badges, rank advancement, and trips--like camping or hikes--all in front of the Scout's families. Plus, there's usually a meal or snack. In Boy Scouts of America, a court of honor is a ceremony in which ranks and other awards are presented to the Scouts who earned them.

Merit Badges

Merit Badges are earned individually based on the effort of the scout in completing the requirements for that badge. The scout needs to earn 12 required and 9 elective merit badges in order to complete his eagle requirement. Many opportunities throughout the scout year are offered to the scout to work on merit badges together with the troop. In addition, there are several merit badge clinics offered by the district as well. See the troop schedule or have your scout contact his scout leader for further information.

The process for starting and completing a merit badge generally includes the following;

- The scout will contact his scoutmaster to request he start a “blue card”. Blue cards are available from the Troop Adult Leadership. The blue card is necessary for documenting the scout information to the merit badge counselor as well as final signoff by the counselor when the badge is completed. Depending on the merit badge, counselors are found locally within the troop, or possibly in the local district. The scoutmaster and advancement chairperson can assist the scout in helping to identify a particular merit badge counselor.

<p>Information for Applicant</p> <ul style="list-style-type: none"> A merit badge application can be approved only by a registered merit badge counselor. You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor. Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable occasion. <p>Information for Counselor</p> <ul style="list-style-type: none"> Merit badge applications must be signed in advance by the applicant's unit leader. The Scout must have his buddy (Scout buddy system) in attendance at all instructional sessions. You may not change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and valuable. <p>#34124A</p>  <p>7 30176 34124 8</p>		<table border="1"> <tr><td>Counselor Initial</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Date of approval</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Requirement No. and letter</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Counselor Initial</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Date of approval</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Requirement No. and letter</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Counselor Initial																					Date of approval																					Requirement No. and letter																					Counselor Initial																					Date of approval																					Requirement No. and letter																					<p>APPLICATION FOR MERIT BADGE</p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>is a registered <input type="checkbox"/> Boy Scout <input type="checkbox"/> Varsity Scout <input type="checkbox"/> Venturer</p> <p>of _____ No. _____ <small>Troop, team, crew, ship</small></p> <p>District _____</p> <p>Council _____</p> <p>and is qualified to begin working for merit badge noted on the reverse side.</p> <p>Date _____ Signature of unit leader _____</p> <p>BOY SCOUTS OF AMERICA®</p> <p>34124A 2003 Boy Scouts of America</p>
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- Most merit badges have an associated Merit Badge Pamphlet that is very helpful for earning the badge. Some merit badge counselors require the Scout to have a pamphlet. Scouts are welcome to purchase one from the Scout office or summer camp or a merit badge clinic if they want to keep it, but they can also check one out from the troop library. If the library doesn't have an up-to-date pamphlet for a particular merit badge, the Scout can also buy one to use, and when he's done, he can add it to the troop library and turn in a receipt along with an expense report to get reimbursed.
- Once the blue card is completed and signed off by the counselor, the scout must present the blue card to the advancement chair to receive the badge and card back at the next court of honor. The importance of keeping the blue cards in a safe place is absolutely necessary for further advancement, particularly for Eagle Scout Rank in which the cards will be reviewed as part of the requirement. Get yourself a set of plastic 3-ring binder baseball card protector sheets. These are perfect for storing these blue cards once completed.

Cards must be started, prior to the activity, to complete the badge. Scouts cannot request credit for badges where the activity took place in the past. It is recommended for badges like Cooking, Camping, Hiking, and Backpacking, blue cards are started by the scout early in the scout year in order to take advantage of scout outings, summer camp, and trek outings that will occur throughout the year and complete the requirements as they are attended and completed.

If a merit badge is completed at summer camp, then blue cards are NOT issued. Rather, the troop is given a printout of all the badges earned by each Scout in the troop.

It is helpful to go online to the following site and print out the worksheets associated with the merit badge being worked on.

<http://www.scouting.org/meritbadges.aspx>

These can be punched and added right to that same 3-ring binder containing your merit badge cards in the plastic baseball card holder sheets.

Fund Raising, Scout Accounts, and Financial Assistance

Fundraising: Fundraising is conducted approximately three times a year, Popcorn sales (Fall), Xmas Tree Recycling (Winter), and Spring Garage Sale (Spring). The net proceeds for Xmas Tree Recycling and Garage Sale fundraisers are divided based on hours worked during the fundraiser. For Popcorn sales, net proceeds are divided based on net sales by each boy.

Proceeds for fundraisers are held by the troop and provided to the boys for scouting activities and personal scouting equipment costs. Examples for approved items for reimbursement could include costs for

- Scout Camp
- Annual Trek
- Personal scout equipment (i.e. backpack, boots, or other personal gear) Eagle Project (Eagle requirements may limit this option)

In keeping with non-profit guidelines, the fundraising proceeds are not owned directly by the scout and cannot be redeemed directly except for an approved expense as noted above. The Troop Treasurer maintains an account balance for each boy and can provide a statement for each scout upon request. Requests for disbursement will be directed to the Treasurer.

Scout Account Disposition:

1. When a scout passes his 18th birthday, any remaining funds at that time will revert to the troop general fund.
2. If the scout(s) elect/decide not to continue with scouting and does not return to the troop by the beginning of the next scout calendar year (Sept) remaining funds in that scout(s) account will revert to the troop general account.
3. If a Scout Transfers to another troop, he may request a transfer of his remaining funds to the new troop by notifying the Treasurer in writing (email) and provide contacts at the new troop to coordinate arrangements. In all cases, any transfer of funds will be troop to troop – no exceptions. The Committee reserves the right to review and approve all transfers.

Financial Assistance: Troop 120 maintains limited reserves to assist boys that may not have the resources to either join or participate in scouting with the troop (Camp, etc). In order to qualify for troop financial assistance, a scout must first qualify for district opportunity funds. No troop financial assistance is available for the first year scouts. For second year (or later) scouts the troop will contribute 25% of any events cost. It is the troop's responsibility to provide opportunities for all scouts to raise funds that can then be used to pay for scouting activities. For assistance please contact a scout leader or committee member for further information.

- If a scout is active within the troop, and takes advantage of fundraising opportunities, he will be able to pay for most scouting activities through his scout account.

Special Needs, Medications, and First Aid

If a scout has a medical condition (i.e.: bee sting allergies, asthma, diabetes, etc) that he must carry medications for use during an outing, the parent / guardian must contact the leader ahead of time to discuss proper procedures for administering those medications and any considerations for activities that might be required for the scout. The scout leadership reserves the right to send a boy home if these conditions are not met.

For summer camp, medications are generally required to be administered by a camp medical professional.

In addition to the troop first aid kit that is carried by the scout leader for each outing, each scout is required to carry a personal first aid kit in his backpack. A personal first aid kit can be created very easily with the following items purchased from a local pharmacy or drug store and stored in a double zip locked sandwich bag or equivalent in his backpack.

Appendix A – Troop 120 Adult Leader Contact Information

David Mark Nelson	Committee Chair	davidne@microsoft.com	(425) 877-7314
Mark Atkinson	Scoutmaster	atkin901@gmail.com	(206) 601-9715
Tami Austin	Treasurer	tamiaustin@comcast.net	(425) 591-3022
Jeff Austin	Quartermaster	Jeffreyaustin@comcast.net	(206) 930-7005
Dario De Paolis	Recruiting Chair	dario_depaolis@hotmail.com	(425) 273-6570
Nicole Klages	Summer Camp Chair	nklages@frontier.com	(206) 679-7338
Tom Bubernak	Advancement Chair	boonanak@live.com	(425) 750-6816
George Ramsdell	Outdoor Chair	ghramsdel@comcast.net	(425) 248-0579

Appendix B – Equipment Checklist

10+ Essentials (Required for all outdoor outings)

- Personal First Aid kit □ Whistle for signaling
- Set of Water proof matches (10)
- Fire starter (i.e. small candle or fuel tablets)
- Rain gear
- Space Blanket (small emergency)
- Map of area (usually provided by the leader)
- Compass
- Small mirror / sun glasses
- Flashlight with extra batteries
- Water bottle (1quart) – Filled with water.
- Extra food (Trail mix bars or equiv)
- Pocket knife

Backpacking Gear

- Backpack – Fitted and adjusted prior to outing
- Sleeping bag (backpack style) in waterproof stuff sack
- Sleeping pad – foam or better
- Ground cloth
- Water bottle (1 quart) filled.
- Boots
- Socks – Poly (inner)
- Socks – Wool (outer)
- Extra Clothes (NO COTTON) ○ Warm Jacket – polar fleece or equiv ○ Long pants or long poly long johns ○ Short pants (optional) ○ Long Sleeve shirt ○ Under shorts (3) ○ Under shirt – T-shirt (non-cotton) ○ Poly Inner socks ○ Wool outer socks ○ Stocking / Knot cap ○ Cap (i.e. baseball style – Optional)
- Fire matches (20 in waterproof container)
- Cup for hot liquid (with measuring graduations)
- Spoon
- Plate / Bowl – small mess kit
- Toothbrush
- Comb (optional)
- Toilet Paper (aka Mountain Money)
- Insect Repellent
- Sun Block
- Chap stick

- Pack Cover or (2) large garbage bags
- Sandwich bags (3)
- Extra straps – sleeping bag size... NO BUNGEEES
- Small day pack or fanny pack ☐ Eye glass repair kit or backup set of glasses

Equipment Supplied by Troop Quartermaster

- Troop First Aid Kit
- Tent Kit (Tent, poles, stakes, ground cloth)
- Tarps – For Cooking areas
- Water filters
- Water bag
- Stoves
- Fuel bottles
- Cooking kits (pots)

☐ Spade (latrine) **Supplies**

provided by Patrol groups

- Food – per menu developed by patrol
- Camp suds – soap
- Rope
- Work Gloves

Extra items (if pack is under 25% of body weight)

- Light towel
- Camp shoes (light – optional)
- Walking sticks
- Camera with extra batteries
- Work gloves
- Camp chair
- Small pillow
- Pencil or pen with writing pad