

# TROOP 560 HANDBOOK

## Contents:

<b>I</b>	<b>INTRODUCTION.....</b>	<b>1</b>
<b>II</b>	<b>AIMS OF SCOUTING .....</b>	<b>1</b>
<b>III</b>	<b>TROOP POLICIES IN SUPPORT OF METHODS .....</b>	<b>2</b>
<b>A</b>	<b>PATROLS .....</b>	<b>2</b>
<b>B</b>	<b>UNIFORM .....</b>	<b>2</b>
<b>C</b>	<b>MEETINGS.....</b>	<b>2</b>
1)	Troop Meetings:.....	2
2)	Patrol Meetings:.....	2
3)	Patrol Leaders Council (PLC) Meetings:.....	3
4)	Committee Meetings:.....	3
5)	Adult Leader Council (ALC) Meetings:.....	3
6)	Annual Planning Meeting:.....	3
7)	Annual Leadership Meeting: .....	4
<b>D</b>	<b>ADVANCEMENT.....</b>	<b>4</b>
<b>E</b>	<b>OUTINGS .....</b>	<b>5</b>
<b>F</b>	<b>SUMMER CAMP AND HIGH ADVENTURES .....</b>	<b>5</b>
<b>G</b>	<b>TRAINING.....</b>	<b>6</b>
<b>H</b>	<b>UNIFORM INSPECTIONS.....</b>	<b>6</b>
<b>IV</b>	<b>TROOP SUPPORT.....</b>	<b>7</b>
<b>A</b>	<b>PATROL AND TROOP EQUIPMENT.....</b>	<b>7</b>
<b>B</b>	<b>LIBRARY .....</b>	<b>7</b>
<b>C</b>	<b>MERIT BADGE COUNSELOR LIST.....</b>	<b>7</b>
<b>D</b>	<b>INDIVIDUAL SCOUT ACCOUNTS .....</b>	<b>7</b>
<b>E</b>	<b>CAMPERSHIPS.....</b>	<b>7</b>
<b>F</b>	<b>GENERAL RESPONSIBILITIES OF THE COMMITTEE.....</b>	<b>7</b>
<b>V</b>	<b>FAMILY SUPPORT.....</b>	<b>8</b>
<b>A</b>	<b>MEETINGS AND ACTIVITIES.....</b>	<b>8</b>
<b>B</b>	<b>COURTS OF HONOR .....</b>	<b>8</b>
<b>C</b>	<b>ADVANCEMENT.....</b>	<b>8</b>
<b>D</b>	<b>PARENT PERSONAL COMMITMENT.....</b>	<b>8</b>
<b>VI</b>	<b>ADULT TROOP LEADER RESPONSIBILITIES .....</b>	<b>8</b>
<b>A</b>	<b>COMMITTEE CHAIR (CC) .....</b>	<b>8</b>
<b>B</b>	<b>SCOUTMASTER (SM) .....</b>	<b>9</b>
<b>C</b>	<b>ASSISTANT SCOUTMASTER (ASM) .....</b>	<b>10</b>
<b>D</b>	<b>COMMITTEE MEMBERS (CM).....</b>	<b>10</b>
<b>E</b>	<b>SECRETARY.....</b>	<b>10</b>
<b>F</b>	<b>TREASURER .....</b>	<b>10</b>
<b>G</b>	<b>Program Chair .....</b>	<b>10</b>
<b>H</b>	<b>ADVANCEMENT CHAIR (AC).....</b>	<b>11</b>
<b>I</b>	<b>ACTIVITY (OUTDOOR) CHAIR.....</b>	<b>11</b>
<b>J</b>	<b>MONTHLY CAMP-OUT COORDINATOR.....</b>	<b>12</b>
<b>K</b>	<b>EQUIPMENT CHAIR.....</b>	<b>12</b>
<b>L</b>	<b>CHAPLAIN.....</b>	<b>12</b>

<b>M</b>	<b>PATROL MENTOR</b> .....	12
<b>N</b>	<b>HIGH ADVENTURE CHAIR</b> .....	12
<b>O</b>	<b>TRAINING CHAIR</b> .....	13
<b>P</b>	<b>LEADERSHIP TRANSITION CHAIR</b> .....	13
<b>Q</b>	<b>WEBSITE CHAIR</b> .....	13
<b>R</b>	<b>FUND RAISING CHAIR</b> .....	13
<b>S</b>	<b>FRIENDS OF SCOUTING CHAIR (FOS)</b> .....	13
<b>T</b>	<b>WEBELOS RESOURCE PERSON (AND DEN CHIEF ADVISOR)</b> .....	13
<b>VII</b>	<b>YOUTH TROOP LEADER RESPONSIBILITIES</b> .....	14
<b>A</b>	<b>ELECTED BOY SCOUT LEADERS</b> .....	14
	1) Senior Patrol Leader.....	14
	2) Assistant Senior Patrol Leader.....	15
	3) Patrol Leader.....	15
	4) Assistant Patrol Leader.....	15
<b>B</b>	<b>APPOINTED BOY SCOUT LEADERS</b> .....	15
	1) Quartermaster.....	15
	2) Scribe.....	16
	3) Librarian.....	16
	4) Troop Historian.....	16
	5) Chaplain’s Assistant.....	16
	6) Den Chief.....	16
	7) Troop Guide / Troop Instructor.....	16
	8) Junior Assistant Scoutmaster:.....	16
<b>C</b>	<b>PATROL LEADERS COUNCIL (PLC)</b> .....	17
<b>VIII</b>	<b>SCOUT RESPONSIBILITIES</b> .....	17
<b>A</b>	<b>MEETINGS AND OUTINGS</b> .....	17
<b>B</b>	<b>PURSUE ADVANCEMENT AND UTILIZE LEADERSHIP SKILLS</b> .....	17
<b>C</b>	<b>HELP YOUNGER SCOUTS AND SET A GOOD EXAMPLE</b> .....	17
<b>D</b>	<b>NOTIFY PL OF INTENT TO GO ON OUTING</b> .....	17
<b>IX</b>	<b>PERSONAL EQUIPMENT NEEDS</b> .....	17
<b>X</b>	<b>FINANCING SCOUTING</b> .....	17
<b>A</b>	<b>TROOP DUES</b> .....	17
<b>B</b>	<b>FRIENDS OF SCOUTING (FOS)</b> .....	18
<b>C</b>	<b>TROOP FUND-RAISERS</b> .....	18
<b>D</b>	<b>INDIVIDUAL SCOUT ACCOUNTS</b> .....	18
	1) Purpose:.....	18
	2) Participation:.....	18
	3) Fund Usage:.....	18
	4) Timing:.....	18
	5) When A Scout Leaves The Troop:.....	19
	6) Record Keeping:.....	19
	7) Responsibility:.....	19
<b>XI</b>	<b>TROOP TRADITIONS</b> .....	19
<b>Appendix 1</b>	<b>Uniform Policies</b> .....	20
<b>Appendix 2</b>	<b>Outing Rules</b> .....	21
<b>Appendix 3</b>	<b>Safety Policies</b> .....	23
<b>Appendix 4</b>	<b>Policy on Harassment of, or by, Scouts</b> .....	24
<b>Appendix 5</b>	<b>Tent Usage Policies and Procedures</b> .....	25

<b>Appendix 6</b>	<b>Patrol Food Purchase Policy</b> .....	<b>28</b>
<b>Appendix 7</b>	<b>Electronics Policy</b> .....	<b>29</b>
<b>Appendix 8</b>	<b>High Adventure (HA) Policy</b> .....	<b>30</b>
<b>Appendix 10</b>	<b>Troop Equipment List</b> .....	<b>33</b>
<b>Appendix 11</b>	<b>Minimum Camping Gear</b> .....	<b>36</b>
<b>Appendix 12</b>	<b>Campership Guidelines</b> .....	<b>39</b>
<b>Appendix 13</b>	<b>Uniform Inspection Criteria</b> .....	<b>40</b>
<b>Appendix 14</b>	<b>Coup Bead Award Guidelines</b> .....	<b>41</b>
<b>Appendix 15</b>	<b>Gourmet Cooking Contest Evaluation</b> .....	<b>45</b>
<b>Appendix 16</b>	<b>Eagle Court of Honor</b> .....	<b>47</b>
<b>Appendix 17</b>	<b>Troop 560 Eagle Honor Role</b> .....	<b>49</b>
<b>Appendix 18</b>	<b>Troop 560 Scoutmaster History</b> .....	<b>51</b>
<b>Appendix 19</b>	<b>Troop 560 Advancement Test</b> .....	<b>52</b>

## I INTRODUCTION

This book was conceived by the committee of Troop 560 as a means of conveying to the Scouts of Troop 560, and their parents, some of the standards and traditions we maintain. The rules exist to make Scouting safe and enjoyable for the Scout. Adults who volunteer their precious time use these guidelines to provide the opportunities inherent in a good Scouting program.

Scouting was started in America in 1910 by William Boyce, after experiencing the Scouting movement in England. The Boy Scouts of America was chartered in the United States by act of Congress in 1913. The Boy Scouts of America maintain a national office responsible for setting policy and program guidelines. The nation is divided into areas, regions, councils, and districts. The local Hawkeye Area Council has three districts; Old Capital, Red Cedar, and Three Rivers. The Three Rivers District, covers portions of Jones and Linn Counties. Troop 560 is in the Three Rivers District. The Council maintains a professional staff to:

- \* Help troops
- \* Maintain our camp
- \* Coordinate council and district programs
- \* Provide a focal point for obtaining awards and literature

Troops are permitted to operate rather autonomously within reasonable bounds. It is the responsibility of the Charter Organization (ours is the Marion-East Cedar Rapids Rotary Club) to serve as the liaison between the Troop and the Council and to see that these reasonable bounds are maintained. The organization of the BSA gives the troop committee great freedom in how they present the Scouting program to Scouts. This freedom puts a heavy burden of responsibility on the committee if the Scouts are to be safe while having fun and learning.

Troop 560 derives its vitality and strength from its Scouts, leaders, and committee members. If you are not currently active as a committee member or leader, please consider the value you may add to the Troop. Contact the Committee Chair or Scoutmaster about a role you may fill.

## II AIMS OF SCOUTING

The aims of Scouting are the development of citizenship, character, and personal fitness in Scouts as they mature into young men. Everything that occurs in the Scouting program is directly related to furthering one or more of these aims. To achieve these aims the Scouting program uses several methods:

Scouting Ideals	Patrols	Outdoor Program
Advancement	Uniform	Adult Male Association
Personal Growth		Leadership Development

It is not the aim of Scouting to make Eagle Scouts or super outdoorsmen. If a Scout becomes an Eagle on his way to becoming a better young man, then we rejoice with him. However, some of the Scouts who need, and get, the most out of Scouting never get close to being Eagles in the formal sense.

### **III TROOP POLICIES IN SUPPORT OF METHODS**

This handbook reflects the majority opinion of the committee as to how Troop 560 should support the methods of Scouting to achieve the 3 basic aims mentioned earlier. If you as a parent have any concerns with Troop policies or the actions of the leaders or Scouts, please feel free to voice your concerns to the Committee Chair or Scoutmaster. Parents are encouraged to attend the committee meetings. Similarly, any scout who has a concern can ask his patrol leader to discuss it at the monthly Patrol Leader Council (PLC) meeting or may request permission to attend the PLC meeting and for time on the agenda to discuss his concerns.

#### **A PATROLS**

The Patrol and not the Troop is the heart of the Scouting program and should be the focal point of the scout's activities in Scouting. Values of belonging to a patrol for a scout have to do with being important in a small group. The patrol environment permits experiences that the larger troop-size group might deny a scout because he is one of many. The patrol gives the scout an experience in group living and participation citizenship. The patrol environment places a certain amount of responsibility on a scout and teaches him to fulfill a role within a group.

#### **B UNIFORM**

The Scout uniform is an important part of our program. It provides the scout with an identity and reminds him that he is a Scout and therefore influences his actions at least while in uniform. The uniform provides a practical means of wearing his awards and badges of accomplishment. It is a practical form of attire for the activities he takes part in at scout functions. See Appendix 1 for description of the uniform as worn by Troop 560.

#### **C MEETINGS**

There are 6 types of meetings that are regularly scheduled: Troop, Patrol, Patrol Leaders Council (PLC), Committee, Adult Leader Council (ALC), and the Annual Planning.

##### **1) Troop Meetings:**

Troop meetings are normally held from 7:00-8:15PM each Monday at the designated meeting place. The meeting time and place may occasionally vary when special activities are planned.

The troop meeting is conducted by the Senior Patrol leader, under the guidance of the Scoutmaster and PLC. All Scouts are expected to attend troop meetings, to be in uniform, to bring paper and pencil, and to have their Scout Handbook.

The purpose of the troop meeting is to provide an opportunity to learn and practice skills, promote patrol spirit and competition, disseminate information, and to provide a chance to practice leadership skills.

##### **2) Patrol Meetings:**

Patrol meeting frequency, time, and day are scheduled at the discretion of the patrols. The patrols are encouraged to hold meetings monthly, with the Patrol Mentor in attendance. All members of the patrol are expected to attend. The scout is expected to attend patrol meetings in uniform and to bring paper, pencil, and Scout Handbook.

The purpose of patrol meetings is to provide an opportunity for skill instruction, plan patrol activities, plan the patrol's part in troop activities, practice for shows and competitions, and make or care for patrol equipment.

\*\*\*\*\*  
\* Basic Tenet of Scouting: \*  
\* Never Do For A Scout What He Can Do For Himself \*  
\*\*\*\*\*

**3) Patrol Leaders Council (PLC) Meetings:**

The PLC meets monthly on the Monday after a campout from 7:00 – 8:00 pm. PLC stand-ups may be held before the troop meeting from 6:30-7:00PM at the discretion of the SPL. Unless invited, only members of the PLC and the Scoutmaster attend the PLC meeting. Members of the PLC are: Senior Patrol Leader (SPL), Assistant SPL, Patrol Leaders, Troop Guide, and Junior Assistant Scoutmaster. Assistant Patrol Leaders attend when assigned to do so by the Patrol Leader. The Troop Scribe is not a voting member of the PLC but does attend as part of his duties to take notes.

The purpose of the PLC meeting is to plan and run the troop's activities (Troop Meetings and campouts) and to train the patrol leaders. The PLC runs the troop through democratic representation. Each patrol has an equal voice in the troop's operation.

**4) Committee Meetings:**

The troop committee meets monthly as scheduled by the Committee Chair, with a targeted time limit of 1 hour. The meetings are typically held on the third Wednesday of the month at 7:00 p.m. All committee members are expected to attend. All parents are encouraged to attend at any time, and are eligible to vote on issues.

The purpose of the committee meeting is to support the program that the PLC develops and which the Adult Leader Council (ALC) has approved. The committee also:

- \* Oversees and supports the advancement program
- \* Oversees and supports the outdoor program
- \* Assists adult and scout recruiting
- \* Maintains troop finances and records
- \* Helps with acquisition and maintenance of troop equipment
- \* Provides and supports competent adult leadership for the troop

**5) Adult Leader Council (ALC) Meetings:**

The Adult Leader Council meeting is held a minimum of once a month at the discretion of the Scoutmaster. The date varies according to the calendar, but is scheduled to coincide with the first Wednesday after the District Roundtable meeting and before that month's camp-out. Attendees are the Scoutmaster, Assistant Scoutmasters, Program Chair, Activity (Outdoor) Chair, and other interested adults.

The purpose of the Adult Leader Council meeting is to:

- \* Assess previous month's program
- \* Outline the program for the upcoming 3 months
- \* Establish/revise detailed plans for troop camp-out/activities for the upcoming 4 weeks
- \* Address new concerns

**6) Annual Planning Meeting:**

The annual planning meeting is held each year at the discretion of the Scoutmaster, but by the end of August. The date is generally in late July or early August. Attendees are at the discretion of the PLC but must include PLC members, the Scoutmaster and the Program Chair.



It is the philosophy of Troop 560 that each Scout should be responsible for and take the initiative to learn Scout skills and advance at their own pace. To that end the Troop will plan throughout the year activities primarily during campouts, which will aid the Scout in meeting his advancement requirements up to the rank of First Class. Additionally, the Troop manages its own Eagle Quest during Summer Camp to help new Scouts learn their basic skills.

Learning the Scouting skills necessary to advance in rank during a Scouting career is an integral part of being a Boy Scout. Equally important are the character building skills which contribute to the Scouts learning beyond rank advancement. These skills include, but are not limited to, patrol and troop leadership, personal leadership, time management, communication, decision-making and personal initiative.

It will be the responsibility primarily of the Scoutmaster, but also other adult leaders, to encourage Scouts to advance in rank and grow in leadership ability. The adult leadership should be available especially during campouts to help Scouts learn new skills. The troop is best served if this responsibility is shared with Star, Life and Eagle Scouts. **Whenever possible, adult leaders should step aside and facilitate skilled Scouts teaching other Scouts in the troop.** The adult leaders will oversee such activities to ensure accurate and safe instruction, and to help the instructing Scout learn to lead and teach. This gives the Scouts the opportunity to utilize the EDGE method of instruction. EDGE is Explain, Demonstrate, Guide, and Enable.

One final point to stress is the importance of parental involvement in the Scouting program. As a parent, being there to support, encourage, motivate, listen and participate will enrich your son's Scouting experience and serve as a foundation to long lasting memories of an enriched relationship between you and your son.

Since one of the many important skills that an Eagle Scout learns and experiences is leadership, it is recommended that a Scout hold the various offices within the Troop at sometime during his Scouting experience. During a Scout's time in the Troop he is highly encouraged to hold the position of Senior Patrol Leader, Assistant Senior Patrol Leader, or Patrol Leader prior to an Eagle Rank Board of Review.

## **E**      **OUTINGS**

Troop 560's year-round monthly outdoor activity testifies to its importance as a key element in the troop's program. The outdoor program is where the Scouts get an opportunity to exercise the responsibility, leadership and Scout craft skills they have acquired. The committee wants each activity to be educational, fun, and safe. To this end, several policies governing outings have been established. Please read Appendices 2, 3, 4, 5, 6 and 7 for more information concerning these policies. Take special note of Troop 560's lack of tolerance for harassing behavior, discussed in Appendix 4.

## **F**      **SUMMER CAMP AND HIGH ADVENTURES**

Summer Camp is an exciting and important time for Scouts. Our local camp, the Howard H. Cherry Scout Reservation, has excellent facilities and an excellent program. The camp must pass a stringent inspection each year as well as provide very specific program opportunities. Summer camp is a week long experience giving each Scout the opportunity to grow their confidence in the Patrol Method, group participation, the achievement of new skills, or demonstrate skills already acquired. Camp is a very good place to work on Scout craft skills and numerous merit badges, some of which are difficult to earn at other times of the year.

High adventures offer Scouts an opportunity to use the skills they have learned in a much more-challenging environment than normally encountered, and provide an opportunity to mature as Scouts and young men. High adventures are an extended camping experience of one or more weeks and often take young men to places they have never been before. High adventures are for the older Scouts, age 14 and above or graduates of the 8th grade. Skill requirements, such as appropriate merit badges, are imposed for eligibility depending on prerequisites for the trip. Please read Appendix 8 for Troop 560's policy for participation in a high adventure. High adventures are generally planned and executed by a team or crew made up of Scouts from the Troop, under the supervision of the High Adventure Chair.

Participation in National Jamborees are considered high adventures. Every four years the Hawkeye Area Council sends a contingent of Scouts to the National Jamborees to experience 10 days of camping activities with Scouts from across the country and around the world. To participate a Scout must be 12 years old and a First Class Scout.

Summer Camp and High Adventures costs are covered by individual Scouts. Troop funds will not be used to hold empty high adventure crew slots in anticipation of possible participants.

## **G**      **TRAINING**

The committee strongly supports training of both its youth and adult members. To be a registered Scouter, all adults must be trained in Youth Protection. The troop has a long history of well-trained Scoutmasters and encourages all Assistant Scoutmasters and Committee Members to take Boy Scout Leader Basic Training for a better understanding of the Aims and Methods of the Scouting program. All Troop leaders are encouraged to be certified in First Aid and CPR. For High Adventures, at least one adult in any crew must be trained in Wilderness First Aid. Lastly, adults actively involved in Troop program should aspire to complete Wood Badge for the 21<sup>st</sup> Century.

The Troop supports the training of all Scouts who are, or will be, leaders whenever training is available. Scouts should be encouraged to participate in National Youth Leader Training. Well-trained Scouts and leaders present more effective and interesting programs that encourage a high level of activity and enthusiasm.

Appendix 9 outlines the Troop 560 recommended annual training activities.

## **H**      **UNIFORM INSPECTIONS**

Uniform inspections are a means of placing some standards on the appearance and conduct of the Troop and its members. The uniform was described and discussed earlier. The Troop Committee feels proper wearing of the uniform and personal cleanliness are important to instill in the Scout a sense of pride in his personal appearance. Important elements of a scout's personal appearance are:

- Manners
- Proper uniform
- Attitude
- Cleanliness of body, mind and uniform.

See Appendix 13 for uniform inspection criteria.

## **IV TROOP SUPPORT**

### **A PATROL AND TROOP EQUIPMENT**

The troop supplies each patrol with the equipment it needs to cook with and to house its members on an outing. The cooking gear is permanently assigned to the patrol whose leader is directly responsible for its condition and whereabouts. Tents are assigned to each patrol and are maintained by the Assistant Patrol Leader (APL). The APL ensures an adequate number of tents are available for a campout and after a campout the tents are dried and returned to the APL. The APL is responsible for reporting any equipment discrepancies to the Troop Quartermaster. The troop also has a number of items that can be checked out by any troop member for a patrol or troop activity. For a list of patrol and Troop gear, see Appendix 10.

### **B LIBRARY**

The troop maintains a library. The library mainly consists of merit badge books, but also has other books relating to troop administration, conservation, etc. See the Troop Librarian for current listing.

### **C MERIT BADGE COUNSELOR LIST**

The troop Advancement Chair maintains a list of current merit badge counselors for Troop 560. This list is posted on the Troop 560 web site. The counselors on the list are registered with the Council office. If a merit badge does not have a troop counselor, then the District can supply one. Scouts are not required to select a counselor from the troop list, but must select one who is registered with the Council office.

Before beginning a merit badge, the Scout must obtain a “blue card” from the Advancement Chair.

Each scout is responsible for contacting his merit badge counselor before starting any merit badge work. If there is no counselor for the badge you are interested in, discuss your options with the Scoutmaster or the Advancement Chair. If a Scout has any questions concerning what to do or who to contact regarding merit badge counselors, they should immediately discuss the matter with the Scoutmaster or the Advancement Chair.

Troop 560 has always had excellent adult participation as merit badge counselors covering a wide range of merit badges. It is strongly encouraged that parents aid their Scout in finding another registered merit badge counselor within the Troop or District to be the merit badge counselor rather than the parent taking on that responsibility.

### **D INDIVIDUAL SCOUT ACCOUNTS**

The troop provides each Scout with the opportunity to earn funds toward Scouting activities, such as summer camp and high adventures, and purchase Scouting related equipment, such as a backpack or sleeping bag. Such funds are managed by the Troop for the Scout through an individual Scout account. See section X Financing Scouting for more information.

### **E CAMPERSHIPS**

Special help is available to Scouts in need of financial aid due to unusual circumstances. See Appendix 11 for information on how to request a Campership.

### **F GENERAL RESPONSIBILITIES OF THE COMMITTEE**

It is the committee's responsibility to insure that a safe, educational, and fun program is provided for the Scouts. To accomplish this they need to secure competent adult leaders and see that they are trained, help secure necessary funding, monitor the program, see that the unit participates in



- See that the troop program is planned well in advance. The planned year program is generally completed in early August by the PLC at a special meeting.
- Attend District Roundtables if possible
- See that program information and ideas are passed on to the committee for consideration
- See that a budget and adequate funds are raised to carry out the troop program
- See that the Scoutmaster has adequate help for meetings and outings
- See that adequate insurance coverage is provided for activities and transportation
- See that summer camp is adequately promoted and that Order of the Arrow (OA) elections are held
- Annually secure a Friends of Scouting (FOS) Chair. FOS is generally done at the first Court of Honor of the calendar year
- See that parents of patrol leaders are notified of details of Courts of Honor (time, place, food requirements) and that they notify the parents of their son's patrol members
- Review and maintain Troop Handbook

**B**      **SCOUTMASTER (SM)**

- Conduct all activities under qualified leadership, safe conditions, and the policies of the Charter Organization and the Boy Scouts of America
- Use the Methods of Scouting to achieve the Aims of Scouting
- Build a sound program by using proven methods presented in Scouting literature
- Work with other adults to give Scouting to Scouts
- Help Scouts grow by encouraging them to learn for themselves
- Train and guide Boy Scout leaders, conduct Troop Leader Training following Troop elections
- Meet regularly with Patrol Leaders Council (PLC) for training, coordination, and planning of troop/patrol activities
- Attend all troop meetings and outings or have a qualified adult substitute
- Attend troop committee/parents meetings
- Coordinate troop Courts of Honor and the presentation of all Scout-earned awards. See that an agenda is established, that a program is provided, and that a Scout is appointed master of ceremonies
- Attend training courses and Roundtables
- Conduct regular parent sessions to share the program and encourage parent participation and cooperation
- Conduct or delegate Scoutmaster conferences for all progress awards
- Take part in annual roll call and uniform inspection, charter review meeting, and, charter presentation
- Provide a systematic recruiting plan for new members and see that they are promptly registered
- Delegate responsibility to other adults and groups (ASM and troop committee members) so that they have a real part in the troop's operation
- Oversee troop elections for Order of the Arrow (OA)
- Make it possible for each Scout to experience at least 10 days and nights of camping each year
- Participate in Council and District events
- Take part in Webelos Scout graduation ceremonies in packs related to our troop

**C**     **ASSISTANT SCOUTMASTER (ASM)**

- Conduct advancement tests with Scouts when asked by the Scouts
- Serve as the adult troop leader in the SM's absence
- Perform Scoutmaster Conferences on behalf of the Scoutmaster when requested by the Scoutmaster
- Responsible to the SM for troop program and activities
- Participate in training programs
- Attend Roundtables, if possible

**D**     **COMMITTEE MEMBERS (CM)**

The troop committee supports the leadership and program of the troop with action. Troop 560 considers the SM and ASM as voting members of the troop committee.

The committee

- Holds monthly, or special, meetings to organize, implement, and review troop activities
- Conducts Boards of Review
- Is responsible for health and safety in all troop affairs
- Members attend training courses and district RoundTables

**E**     **SECRETARY**

- Notify all committee members and parents about meetings
- Take minutes of, and maintain record of, all regular and special committee meetings
- Prepare troop annual report of attendance, advancement, and training activities
- Maintain troop family roster, including email addresses as available
- Maintains records for all drivers as developed by the Monthly Campout Coordinator

**F**     **TREASURER**

- Handle all troop funds, pay bills in compliance with approved Troop budget
- Maintain checking accounts and troop financial records
- See that dues are promptly paid. Dues are collected once each year, at Recharter time
- Prepare official troop budget from information supplied by the troop committee following committee approval of the annual program plan each year
- Maintain individual Scout account records, and maintain high adventure payment record
- Report to committee at each scheduled meeting
- Supervise troop budget plan and works with troop scribe in developing and maintaining proper record system for collection of dues
- Attend committee meetings

**G**     **Program Chair**

- Convene and Direct the Troop's Annual Planning Meeting
- Produce/Maintain the Troop's annual Program Calendar
- Ensure the Troop's "New Scout" advancement program is incorporated in the troop calendar (troop meetings and camp-outs) to accomplish program goals
- Participate in the PLC meetings
- Participate in the ALC meetings
- Work with the Scoutmaster and the PLC to accomplish troop program goals during troop meetings and camp-outs
- Ensure safety aspects are observed in plans for outings

## **H      ADVANCEMENT CHAIR (AC)**

- Coordinate the Boards of Review
- Actively encourage Scouts to work toward advancement goals
- Promote and arrange for merit badge classes when appropriate and see that Scouts are informed of details, whether sponsored by district/council, troop, or outside organizations
- Conduct annual survey of troop parents to recruit merit badge counselors
- Assemble, maintain, and publish, a troop merit badge counselor list and make sure counselors are registered with the Council office
- Responsible for progress reviews and sees that advancement reports are sent to the Council
- Maintain a history of each Scout's record until he reaches age 18 or leaves the troop
- Work with SM and troop scribe to maintain all Scout advancement records
- See that all supplies for advancement are on hand
- Work with troop librarian in building and maintaining a troop library of merit badge pamphlets
- Discuss all Eagle projects with SM and Eagle applicant. Obtain approval from troop committee and council/district before applicant starts project
- Serve as liaison to district and/or council advancement committee
- Help troop with all special awards
- Attend committee/parents meetings

## **I      ACTIVITY (OUTDOOR) CHAIR**

- Responsible for the troop outdoor program plans and to provide 10 days and nights of camping for each Scout
- Assist Scribe to maintain camping log
- Responsible to the SM for troop physical arrangements
- Responsible for tour permits, camp site arrangements, that each outing has adequately planned activities, and that reservations have been made, and that conditions have been checked out
- Responsible for identifying an adult to pull the troop trailer, a medic, and a grubmaster for the Crawdad Patrol
- Determine cost of facilities and activities for outings
- See that outing agendas and plans are published on time, prior to the event
- Meal planning: determine who and how many adults to buy food for and is the chief cook or gets someone to do it
- See that adults are lined up for each troop or patrol outing, and that adequate transportation is provided for all troop outings and events
- Determine any special transportation costs for outing and reports for committee disposition
- Ensure that all drivers meet age and insurance requirements, as maintained in records of the Secretary
- Monitor condition of outing and activity areas for suitability and recommend new areas and ideas
- Assist troop leadership in planning for special camping opportunities such as high-adventure bases

- Assist troop leadership in preparation for long-term summer camp including promotional plans, parents meeting, campsite reservation procedures, payment of fees, health, and safety planning for events
- Attend committee/parents meetings

**J**     **MONTHLY CAMP-OUT COORDINATOR**

- Responsible for coordinating the monthly camp-out with the designated patrol
- Does not make reservations, but takes care of any special arrangements as required
- Assists the patrol with preparing an information flyer: depart/return times, emergency phone number, agenda, etc
- Inform adult in charge of outing of transportation arrangements

**K**     **EQUIPMENT CHAIR**

- Monitors troop equipment needs and recommends maintenance, purchases, and disposals to committee
- Organize efforts to build or repair troop equipment at committee discretion
- Work directly with the troop committee and the Scout Quartermaster on acquisition, storage, and proper maintenance of troop camping equipment
- Make sure that all special and standard troop equipment (except patrol gear) is taken care of, such as: adult cook and chef kits and food box, rope, files, poles, stakes, troop First Aid Kit, etc
- Ensure sufficient quantity of expendable material (charcoal, trash bags, dish soap, etc.) is on hand for each campout.
- Supervise the Scout Quartermaster with the check-in/out of troop equipment to see that scrupulous records are kept of the location and the condition of all troop gear
- See that returned equipment such as tents are properly dried, stuffed and stored
- Responsible for the care and neat appearance of all troop equipment
- Attend committee meetings

**L**     **CHAPLAIN**

- Provide a spiritual tone for troop meetings and activities
- Guide Chaplain Assistant to plan and carry out religious services at troop outings and activities.
- Promote regular participation of each troop member in the activities of the religious organization of their choice
- Encourage Scouts to earn their appropriate religious emblem
- Give spiritual counseling when needed or requested

**M**     **PATROL MENTOR**

- Act under direction of SM to give Patrol Leader (PL) counsel and support
- Help SM provide training to PL
- Each patrol will have two Patrol Mentors assigned.

**N**     **HIGH ADVENTURE CHAIR**

- Coordinate an annual High Adventure Fair to expose the Scouts to the different options for High Adventures.
- Identify which High Adventures will be held each year, based upon Scout input and leader availability
- Secure initial reservations for High Adventure camps
- Identify crew membership

- Inform troop and crews of requirements for attendance at High Adventures
- Insure crews make deposits on schedule
- Insure all national permit forms are obtained and filed
- Insure all Scouts and adults meet requirements defined in the Troop 560 High Adventure Policy prior to the trip
- Provide counsel to the Crew Leader and adult Crew Advisor as appropriate

**O**     **TRAINING CHAIR**

- Oversee the annual plan to train the adult and junior leaders
- Assist the SM in executing planned junior leader training activities
- Assist in preparation and scheduling of necessary training through attendance at Annual Planning meeting
- Measure success of training activities through "Feedback Survey" preparation and review of results
- Encourage adult leader training and recruit "new" leaders from Troop families
- Maintain record of training activities completed, and forward to Advancement Chair for inclusion in Troop records
- Ensure minimum requirements surrounding Youth Protection, Safe Scouting Principles, and Anti-Harassment training are met each year

**P**     **LEADERSHIP TRANSITION CHAIR**

- Chair the adult leadership development activities of the troop
- Assist Committee Chairman in planning and scheduling Annual Leadership meeting
- Assist in planning and establishing New Parent Orientation Program each year
- Deliver results of "Perception Gathering" survey at the last Court of Honor prior to Annual Planning meeting

**Q**     **WEBSITE CHAIR**

- Maintain the Troop website in accordance with guidance from the committee
- Update the website with current information of troop events and activities
- Attend committee/parents meetings

**R**     **FUND RAISING CHAIR**

- Help generate and plan fund-raising activities and see that chairpersons are lined up to organize activities
- See that fund raising requests are submitted to district committee at least one month before start date
- Attend committee/parents meetings

**S**     **FRIENDS OF SCOUTING CHAIR (FOS)**

- Attend Council FOS kickoff meeting and gives troop FOS presentation
  - \* Generally presented at first Court of Honor after first of year
- Follow up on families not present at presentation
- Follow-up until all cards are accounted for
- Return material to Scout Office on time

**T**     **WEBELOS RESOURCE PERSON (AND DEN CHIEF ADVISOR)**

- Work with Webelos den leaders.
- Aid in the recruiting, training, coaching and use of den chiefs

- Help arrange joint pack/troop activities and troop visitation
- Aid the pack in outdoor activities and outdoor requirements
- Arrange for use of troop equipment by Webelos dens
- Attend pack meetings, represents the troop in pack ceremonies, and represents a positive troop presence in the pack
- Coordinate a proper welcome of Webelos Scouts graduating into the troop at the Arrow of Light and subsequent troop meeting
- Invite all Webelos Scout parents to assist with the troop program and sees that all Webelos parents attend troop orientation meeting and to participate in troop activities
- Inform all Webelos Scouts of troop dues and sees that dues are promptly paid

## **VII YOUTH TROOP LEADER RESPONSIBILITIES**

As a member of Scouting, a Scout is expected to behave and to exhibit better character than most boys. In particular, all Scouts should:

- Set a good example
- Earn advancements
- Live by the Scout Oath and Law
- Wear the uniform correctly
- Show Scout spirit
- Attend all troop and patrol activities

However, even more is expected from the youth troop leaders.

### **A ELECTED BOY SCOUT LEADERS**

The Senior Patrol Leader (SPL) and Assistant Senior Patrol (ASPL) are Troop leaders elected by the Scouts in the Troop. Each Patrol's Patrol Leader (PL) and Assistant Patrol Leader are elected by the members of each Patrol from among the Patrol's membership. Scouts know that the Scout elected to lead them needs both Scouting experience and good character. As Scouts, you should ponder the qualities you are looking for in a leader. Does the individual have a good attendance record at Scout meetings and outings? Does he live by the Scout Oath and Law? Does he show Scout spirit? Does he possess adequate Scout skills? Has he had any leadership training? Does he get along with other people? Does he follow through on his word? Does he keep others correctly informed? What are his age and rank?

#### **1) Senior Patrol Leader**

The SPL presides over all troop activities. The SPL may turn the troop over to an ASPL or another Scout, but the SPL retains overall leadership responsibility.

Some of the SPL's usual duties are:

- Preside at all troop meetings, events, and activities
- Participate in TLT (Troop Leader Training)
- PLC chairman
- Make up PLC meeting agenda at least one week in advance
- Name "Appointed Troop Leaders" with the advice and consent of the Scoutmaster
- Assign duties and responsibilities to appointed troop leaders
- Show Scout spirit
- Attend all troop activities
- Preside over membership inventory and troop inspections
- Develop troop spirit and maintain control of the troop at all times

2) **Assistant Senior Patrol Leader**

- Assist the Senior Patrol Leader to lead meetings and outings
- Serve in for the SPL when the SPL is absent from a meeting or outing
- Train and guide Patrol Leaders
- Participate in TLT (Troop Leader Training)
- Help develop troop/patrol spirit and helps maintain control of the troop/patrol at all times.
- Show Scout spirit
- Attend all troop activities

3) **Patrol Leader**

The PL leads the Scout patrol.

Some of the PL's usual duties are:

- Participate in TLT (Troop Leader Training)
- Plan and lead patrol meetings and activities
- Keep patrol members informed of everything going on in the patrol and the troop
- Share leadership by giving each patrol member a job, and replaces dropouts
- Instruct patrol members in Scout craft skills
- Represent the patrol at PLC meetings and at the annual program planning meeting
- Ask patrol members their thoughts on patrol and troop activities that are being (or will be) discussed at PLC meetings
- Prepare the patrol to take part in all troop activities
- Develop patrol spirit and maintains control of the patrol at all times
- Work with other troop leaders to make the troop run well
- Know what patrol members and other leaders can do to help at meetings and outings
- Show Scout spirit
- Attend all troop activities

4) **Assistant Patrol Leader**

- Lead the patrol in the absence of the PL
- Help with patrol business
- Perform tasks assigned by PL
- Responsible for patrol equipment including tents

**B APPOINTED BOY SCOUT LEADERS**

There are ten Scout leader positions that are filled by appointment by the SPL with the Scoutmaster's advice and consent.

1) **Quartermaster**

- Keep records of patrol and troop equipment
- Keep equipment in good repair
- Check equipment in and out with supervision of Equipment Chair and sees to it that it is returned in good order. If equipment needs repair, it is reported to the PLC and Equipment Chair.
- Suggest new or replacement items needed to PLC

- 2) **Scribe**
  - Keep a log of PLC decisions
  - Record attendance at troop meetings and outings, and record dues payments
  - Record advancement in troop records
  - Maintain camping log
  - Maintain honor patrol competition records
  - Assist Website Chair in publishing periodic activity updates
  
- 3) **Librarian**
  - Keep records on troop owned literature
  - Advise PLC of new or replacement needs
  - Have literature available for borrowing at troop meetings
  - Keep system to check in and out troop literature
  - Follow up on late returns
  - Keep merit badge counselor list
  
- 4) **Troop Historian**
  - Gather pictures and facts about past troop activities and keeps these in permanent forms such as scrapbooks, wall displays, information files, or on the website
  - Take care of troop trophies and keepsakes
  - Keep information about troop alumni and their doings
  - Help the Rotary Club and the troop leadership in making use of troop historical material
  
- 5) **Chaplain's Assistant**
  - Help in troop program planning to consider religious holidays and include religious services at troop activities
  - Assist in planning and carrying out religious services at troop activities
  - Tell troop members about religious emblem program of their faith and how to earn one
  - Encourage troop members to live up to the ideals of the Scout Oath, Law, and slogan
  
- 6) **Den Chief**
  - In the den: assist the den leader with meetings, helps Cub Scouts earn achievements and to be leaders, sets a good example
  - For the troop: he is the recruiting officer, bringing Cub Scouts into the troop, and promoting joint activities
  - Looks to ASPL and Den Chief Advisor for guidance
  
- 7) **Troop Guide / Troop Instructor**
  - The troop may have one or more Troop Guides or Troop Instructors according to its needs
  - Instruct in advancement skills according to their abilities
  
- 8) **Junior Assistant Scoutmaster:**

Appointed by the SM with the approval of the committee. Must be at least 16 years old.

  - Supervise and help the troop support staff
  - Work with Cub Scouts and Webelos den chiefs
  - Serve in other functions at discretion of SM

**C     PATROL LEADERS COUNCIL (PLC)**

The PLC plans and runs the troop's activities and trains the PL. The PLC runs the troop through democratic representation of the patrols. Every patrol has a voice in running of the troop through its PL. The PLC is comprised of: the SPL, who serves as chairman; the ASPL; the PL of each patrol; and Troop Guides. Others may be invited to sit in, but they are not voting members of the PLC. The Scribe should be present to take minutes.

- Have monthly or special meetings to organize, implement, and review troop/patrol activities
- Review discipline problems and takes appropriate action

**VIII   SCOUT RESPONSIBILITIES**

**A     MEETINGS AND OUTINGS**

It is the responsibility of the Scout to attend all troop and patrol functions to the best of his ability. The troop understands that boys of Scout age have numerous outside activities placing demands on their time. The troop endeavors to accommodate those other activities because they are also important to the Scout's growth. Scouts are expected to follow through on their obligations and commitments to their patrol and to the troop.

**B     PURSUE ADVANCEMENT AND UTILIZE LEADERSHIP SKILLS**

The Scout is expected to vigorously pursue growth within the troop through advancement and by using the leadership skills he is taught.

**C     HELP YOUNGER SCOUTS AND SET A GOOD EXAMPLE**

Each Scout is expected to help the younger Scouts and to set a good example at all times.

**D     NOTIFY PL OF INTENT TO GO ON OUTING**

Scouts are expected to notify their patrol leaders of their intent to go on an outing at the time prescribed by the PLC.

**IX    PERSONAL EQUIPMENT NEEDS**

Each Scout is expected to come to an outing properly prepared for any weather contingency and for whatever activity is planned. It is not necessary to spend a lot of money to do this. We encourage you to talk with the Scoutmaster and Assistant Scoutmasters before buying camping equipment for your son.

Please take a moment to read the equipment list in Appendix 11 and note some of the comments as well as the items listed. Also, copy the list and go over it before each outing as a check list of what you might need.

**X     FINANCING SCOUTING**

**A     TROOP DUES**

The dues for Troop 560 are determined annually by the committee. National dues pay for the administration costs of keeping track of the Scouts, publishing materials, etc. Troop dues help defray the cost of badges, camping fees, program materials, etc. These are usually paid when recharter is conducted.

**B**      **FRIENDS OF SCOUTING (FOS)**

The Scouting program relies on the FOS fund drive to augment a United Way budget allocation. The troop relies on the Council office for program assistance, badges, books, supplies, and District and Council activities. These and one other very important and expensive item, the local Scout camp, are supported by the FOS drive. Scouting feels it is important that the families that use the program shoulder some of the cost, hence the FOS fund drive. The Council also has a community FOS fund drive to which businesses contribute.

**C**      **TROOP FUND-RAISERS**

It is the desire of the troop committee to limit troop fund-raisers to an annual pancake breakfast, the Optimist's "Avenue of Flags" Program, and other community-based fundraisers, if necessary. These fund raisers require the full support of everyone in the Troop. Along with troop dues, and a nominal contribution from the charter organization, this is the primary source of troop funds.

**D**      **INDIVIDUAL SCOUT ACCOUNTS**

It is the policy of the troop committee to limit door-to-door fund-raisers to two major activities -- wreath sales and popcorn sales. We do not want to wear out the Scouts or our welcome in the neighborhood. There is no limit contemplated on service-type fund-raisers such as leaf raking, hot dog and soda sales at stores or events, working a sports event, etc. It is the further policy of the troop committee to hold the proceeds of these sales and activities in escrow for the individual Scout to use to finance his own Scouting adventures, in an individual Scout account.

**1)**      **Purpose:**

An individual Scout account provides the opportunity for the Scout who wants to earn the financing for any future Scouting activity. The Scout may use these funds to finance participation in any Scouting activity, such as summer camp, a high adventure or other major outing, or for any major equipment he needs to purchase so that he may participate in that activity, such as sleeping bag, boots, pack, etc. How much the Scout earns will depend on his initiative. He can earn as little as he wants or meet all of his expenses. Whether a Scout participates is a decision he and his parents will make.

Scouts in the same family may utilize money from each other's Scout account and money may also be transferred between sibling's accounts with written permission from their parents to the Troop Treasurer.

**2)**      **Participation:**

Any troop member may participate in the fund-raiser, with his proceeds credited to his individual Scout account.

**3)**      **Fund Usage:**

Cash withdrawals for equipment purchases will require prior committee approval and a proof of purchase. The funding for a Scouting activity must be earned prior to the activity.

The troop cannot borrow any of the individual Scout account funds for operating expenses. Although not kept separate from troop funds, separate records of all funds in individual Scout accounts will be maintained by the Treasurer.

**4)**      **Timing:**

Fund-raisers directed toward individual Scout account are to be an on-going activity, continued from year to year. The troop will secure a blanket fund-raiser application approved by the Scout office and any other applications required over the years.

5) **When A Scout Leaves The Troop:**

Should a Scout quit Scouting before his 18<sup>th</sup> birthday, any unused portion of their Scout Account will revert to the Troop Treasury. When a registered Scout turns 18, the balance in his Scout Account will be paid to him. If a Scout transfers to another Troop, the balance of his Scout account will be transferred to his new Troop for his Scout account there. The funds will be transferred to the Treasurer of his new Troop when they contact the Troop 560 Treasurer.

6) **Record Keeping:**

Records on disbursed inventory for the fund-raiser and cash turned in and paid out will be set up for each Scout and handled by the Treasurer. Only the Fund-Raising Chair may turn money over to the Treasurer. The Fund-Raising Chair and the Treasurer will both maintain records on each Scout for the fund-raiser. Only checks should be turned in for deposit in the Scout account, not cash. A personal check to Troop 560 should be written for any cash received in the fund-raiser.

7) **Responsibility:**

The Scout is responsible for participating in the fundraiser. The Scout is also responsible for selling the entire inventory he has received unless other arrangements are made with the fund-raiser chair.

## **XI TROOP TRADITIONS**

The troop has developed several traditions over the years that are a key part of making Scouting fun in Troop 560. Our Coup Bead system of recognizing Scouts for their activities is original within the Council (see Appendix 14 for details). We have traditionally camped out or had some activity each month. We have become famous in the Council for our annual December gourmet-cooking contest (see Appendix 15 for rules). We hold a thorough troop inspection periodically each year (see Appendix 13 for scoring).

The troop also has a long and steady record of helping Scouts become an Eagle (see the Eagle Honor Role in Appendix 18). This achievement is typically highlighted in an Eagle Court of Honor planned by the proud Scout and his family (Appendix 16 details typical tasks and responsibilities).

## **Appendix 1 Uniform Policies**

### **New Scouts, Tenderfoot Scouts, Second Class Scouts, First Class Scouts and Star Rank Scouts**

Are required to wear the 'Class A' Scout uniform to all regular Troop meetings, Scoutmaster Conferences and Courts of Honor. For these ranks 'Class A' will consist of the Boy Scout dress shirt, and the neckerchief & slide (or bolo) and Coup Beads. Non-Scout shorts/trousers are authorized in lieu of Scout pants for all Scout meetings. For Boards of Review and Courts of Honor the Merit Badge sash is also to be worn with the full 'Class A' uniform. At other specified times a 'Class B' uniform (summer T-shirt) is authorized. A 'Class B' uniform is a tee shirt that bears a Scout emblem (e.g., the fleur-de-lis). The official Troop 560 tee shirt and Scout camp tee shirts are examples of a 'Class B' uniform. (Refer to the Boy Scout Handbook for additional information on the Scout uniform and how to wear the uniform.)

### **Life and Eagle Scouts**

Are required to wear the full 'Class A' Scout uniform to all regular Troop meetings, Scoutmaster Conferences and Courts of Honor. Star Rank Scouts appearing for a Life Rank Board of Review are required to wear the full 'Class A' Scout uniform. This uniform consists of the Boy Scout dress shirt, neckerchief and slide (or bolo), Coup Beads, Scout shorts/trousers\*, Scout socks\*, and a Scout belt. For Boards of Review and Courts of Honor the Merit Badge sash is also to be worn with the full 'Class A' uniform. The uniform shirt, neckerchief and slide (or bolo), Coup Beads, and non-Scout shorts/trousers are authorized and should be worn to all other Scout meetings. At other specified times a 'Class B' uniform (summer T-shirt) is authorized. A 'Class B' uniform is a tee shirt that bears a Scout emblem (e.g., the fleur-de-lis). The official Troop 560 tee shirt and Scout camp tee shirts are examples of a 'Class B' uniform. (Refer the Boy Scout Handbook for additional information on the Scout uniform and how to wear the uniform.)

### **All Scouts**

September 1<sup>st</sup> (Labor Day) to May 31<sup>st</sup> (Memorial Day) – Class A Scout shirts are required  
Jun 1<sup>st</sup> (Memorial Day) to August 31<sup>st</sup> (Labor Day) - summer BSA T-shirts (Class B uniforms) are authorized

Scouts must wear the complete proper uniform (for their rank) with merit badge sash to all Courts of Honor, Boards of Review and at other specified times.

Coup Beads and Merit Badge sashes do not need to be worn on camp outs, at summer camp, or for other outdoor activities where they could be lost or damaged.

\* A pair of khaki or green dress slacks may be substituted and appropriate matching socks.

## Appendix 2 Outing Rules

### General Policy

For the safety and enjoyment of all participants, Troop 560 has set forth guidelines to be used for all Scout outings.

- \* The minimum, number of adults required to hold an outing is two. An exception to this is an event held at Scout Camp when the ranger and camp masters are present at camp and have agreed that only one adult present is acceptable with them.
- \* Roll call is taken immediately before departure to, upon arrival at, and before returning home from an event.
- \* Scouts are discouraged from bringing electronics on campouts (See Appendix 7 "Electronics Policy")
- \* The buddy systems is in effect at all times (see Appendix 3 "Safety Policies")
- \* Leaving the area of an outing (such as a campsite)
  - a) A Scout must always inform the SPL or an adult before leaving the campsite. He should be prepared to tell the reason for leaving, where he is going, when he will return, and who his buddies are.
  - b) Scouts shall not leave the campsite on closing day until all Scouts have been dismissed. This is to assure that all Scouts participate in the clean up and policing of the camp.
- \* Camp is established by patrols, with patrol members camping, cooking, and participating in activities together.
- \* Each patrol is responsible for planning its own menu, arranging for its own cooking gear and tents, and keeping the SPL informed of its plans.
- \* There is one specific date before and after an outing on which equipment may be checked out of, or into, the Quartermaster's store.
- \* Each patrol is expected to plan and post a duty roster for the outing.
- \* The troop will maintain a first aid kit appropriate for the event as needed.
- \* Tents should be grouped by patrols with sufficient spacing to permit adequate run-off of rain and permit safe movement between. Tents should be organized and positioned as weather and terrain dictate.
- \* The Patrol Leaders are to inspect Tents for cleanliness and condition before being taken down.
- \* Food is not permitted in the tents at anytime (see Appendix 5 "Tent Usage Policies" for tent care).
- \* Food should be stored in vehicles if possible.
- \* No cleaning of body or dishes shall be done in or near water sources such as hydrants, pumps, lakes, streams, etc.
- \* If established latrines are not available, an appropriate latrine shall be made. Using the camp area as a latrine is poor manners at best and unhygienic, so use only designated latrine areas.
- \* A wood cutting area and fire areas shall be established if none exist and if appropriate.
- \* Horseplay such as ditching tents and activities that endanger people or equipment is forbidden and will be dealt with sternly.
- \* Fire cans should be placed in front and back of each tent and near fire rings.
- \* Liquid fuels are not permitted for lighting charcoal fires.

## Appendix 2 Outing Rules (cont.)

### General Policy (cont.)

- \* Liquid and gas fuels are permitted for use in stoves and lanterns, under the supervision of the PL or QM.
- \* Fires are for cooking, keeping warm, and ceremonies. Anything within the fire pit, stays within the fire-pit, while heat is present.
- \* Fireworks, caps and pressurized cans other than fuel containers are forbidden at outings.
- \* Each camp-out generally has a campfire with, or without, an actual fire. Each patrol is typically required to have some combination of skit, game, song, or cheers at the SPL's discretion.
- \* The time for lights-out is 10:00PM. That means quiet talking is permitted providing that the occupants of the next tent cannot hear you talking.
- \* Parents and sons do not tent together: Scouts are part of a patrol, parents are not.
- \* All Scouts intending to go on an outing must notify their patrol leader by the Monday before the campout.
- \* All areas used by the troop on a camp out will be policed after camp has been struck to insure that the area is left as clean as we found it, or better.
- \* Family members of troop adults are welcome on our campouts as long as there is not an impact on the program for Scouts and the parent is present and accepts responsibility for the family member.

\*\*\*\*\*  
\* Remember: On any outing, Take only good memories, \*  
\* Leave only the ghost of your shadow, and \*  
\* Make those you meet along your path glad you passed their way. \*  
\*\*\*\*\*

## **Appendix 3 Safety Policies**

**\*\* The unspoken First Rule of Scouting is "SAFETY FIRST" \*\***

### **ADULT SUPERVISION:**

The minimum number of adults required for a troop or patrol outing is two.

### **SEAT BELTS:**

Seat belts must be used traveling to and from outings. If a car has only 3 seat belts, then only 3 people can travel in that car.

### **BUDDY SYSTEM:**

The Buddy System is a safety first technique. It is used in Safe Swim Defense, Safety Afloat, hiking, biking, and any Scout activity.

The aim of the buddy system is to have at least two Scouts together at all times. Further, the "Rule of Four" should be observed. If one Scout becomes injured, then one Scout can stay with the injured Scout, and the other pair of Scouts can go for help.

### **FIRST AID KIT:**

The troop will have a First Aid kit on all outings.

\*\*\*\*\*The TOTIN' CHIP and FIREM'N CHIT are a license to do certain Scouting activities as discussed below.

### **TOTIN' CHIP:**

The Totin' Chip is an earned Scout license. It ensures that the Scout is knowledgeable and responsible in the care, and safe use of the woods tools (knife, ax or saw). The Scout through improper care or unsafe use of those tools can forfeit this woods tool license. The Scout must have the Totin' Chip in his possession to use woods tools during a troop or patrol outing. Only folding knives are allowed in a Scout's possession, and a Scout is expected to have his Totin' Chip in his possession when carrying or using a folding knife on Troop outings. Sheath knives are not allowed on Scout activities, and will be confiscated and returned to the Scout's parents.

### **FIREM'N CHIT:**

The Firem'n Chit is also an earned Scout license. It ensures that the Scout is knowledgeable and responsible in the care and safe use of fire. This license can also be forfeited by the Scout by improper fire safety. Children play with-fire, Boy Scouts use a fire as a tool to cook their meals, to have campfires by, and to keep warm. The Scout is to have the Firem'n Chit in his possession to use a fire during a Troop or Patrol outing.

### **HORSEPLAY AND HAZING:**

Horseplay will not be tolerated. Horseplay is self-explanatory and includes throwing rocks, sword play, etc.

## **Appendix 4 Policy on Harassment of, or by, Scouts**

When everyday kidding escalates to ridicule, teasing, taunting, or inappropriate physical activity it is called hazing and harassment. Scouts, parents, and adult leaders need a process to address and resolve the issue quickly, fairly, and with a positive outcome for the involved Scouts.

**BACKGROUND:** In our society, it is common for boys to be competitive. As young adolescents, many Scouts will enter the Troop with uncomfortably large needs to establish a pecking order, be better than the next guy, or put the next guy down. These needs have their origin in self-concepts that are short on self-confidence and long on insecurity. These conditions are all too prevalent in the lives of today's American youth. It is the special responsibility of the Scoutmaster and the Assistant Scoutmasters to monitor the behavior of Scouts and the dynamics of Patrols, and to intercede as necessary to grow the behavior we would label as "being a good Scout."

To build "good Scouts", the adult leaders will employ the Eight Methods of Scouting in an environment of diligence, consistency, and patience to create a comprehensive program that is the heart and soul of Scouting. Unfortunately, there are times when the needs of an individual will be greater than the Troop's resources to deal with those needs. To this end, there is a National BSA policy and a Troop 560 policy on hazing.

**POLICY:** Troop 560 adheres to the BSA National Policy on Hazing and Initiations, which states, "Any form of hazing, initiations, ridicule, or inappropriate teasing are prohibited and should not be allowed." Troop 560 interprets this to include physical or verbal abuse directed to or by any Scout or adult leader.

Any incident of harassment should be immediately reported to the Scoutmaster, who will report the incident and remedial action to the Committee Chair within 1 week of the incident. If the Scoutmaster is not immediately available, the incident should be reported to an Assistant Scoutmaster, who will forward the report to the Scoutmaster and Committee Chair.

If the incident results in physical injury to a Scout or adult leader which requires treatment by a medical professional, it must be immediately reported to the Scoutmaster, the Committee Chair, and the Council Executive. If the Scoutmaster is not immediately available, the incident should be reported to an Assistant Scoutmaster, who will forward the report to the Scoutmaster and Committee Chair.

Repeat violations of the troop policy, or extreme cases, may result in dismissal of the perpetrator from the Troop, upon review and decision of the Scoutmaster and Committee Chair.

## Appendix 5 Tent Usage Policies and Procedures

### A SITE SELECTION AND PREPARATION

- 1) Select a fairly open spot where the ground slopes very gently. Avoid low areas and depressions where water might accumulate, particularly near water sources. Never camp in dried up stream beds. You might find yourself in water even if it doesn't rain in your area.
- 2) Grass covered or sandy areas are best for your comfort and wear and tear on the tent.
- 3) Pick a site near a woods for shelter, but avoid setting up directly under a tree, especially a lone tree. Lone trees are a lightning hazard. Particularly watch for dead trees or trees with dead limbs. These hazards have a way of falling even in light winds.
- 4) Never trench around your tent.
- 5) Clear the ground of debris very carefully. Especially watch for sharp stones, sticks, and root outcroppings. Taking time to remove debris will make you more comfortable and will prevent wear and punctures of the tent floor.

### B Setting Up The Tent

#### Eureka Timberline Tents

- 1) Remove the parts of the tent from the stuff bag. Place all the small bags in the main stuff bag so they do not blow away or get lost.
- 2) Stretch the ground cloth out over the area of the tent site.
- 3) Spread the tent out over the ground cloth. Place the tent bag and all the stakes at the front of the tent so that you know where they are.
- 4) Stake down the corner rings at the front of the tent taking care that the front is slightly taught. Repeat this procedure at the rear of the tent. Make sure that the tent is stretched slightly taught front to rear. Check to be sure that the tent floor is square.
- 5) Check to be sure the ground cloth does not extend beyond the tent floor at the sides and ends. If it does, fold it under the tent at the edges. Ground cloths that stick out will act like an Eaves Trough and carry water under the tent floor between it and the floor. If this happens you and your gear may get wet.
- 6) Assemble the ridge pole and rest it on the collapsed tent. Do not toss it on the tent as the end might tear the fabric.
- 7) Assemble the four poles and place two at each end of the tent. Note that the ridge pole has a small diameter at each end and that the four corner poles each have a small diameter at only one end.
- 8) While holding two of the poles near their top, place the large diameter end of one pole over the ring-pin attached to the tent corner. Do the same for the other pole. Take one of the plastic couplings and assemble the opposite ends of the two poles into it. Be sure to note that the plastic coupling has an arrow and the word "UP" molded into it. Be sure that the arrow points to the right as you face the tent and that the word "UP" is facing up. These molded features are helpful when setting up in the dark.
- 9) Repeat the above procedure for the other end of the tent.
- 10) Uncouple one section of the ridge pole and insert the longest remaining portion into the coupling at one end of the tent. Place the short end into the coupling at the opposite end of the tent. Without stepping on the tent, grasp the two sections of the ridge pole and flex them downward until they slide together.

## Appendix 5 Tent Usage Policies and Procedures (cont.)

### B Setting Up The Tent (cont.)

- 11) Stretch the shock cord at the end of the tent peak over the plastic coupling at one end. Repeat for the other end.
- 12) Clip the tent sides to the middle of the end poles at each corner of the tent.
- 13) At each end of the tent place one of the short pole sections over the end of the ridge pole where it protrudes from the plastic coupling.
- 14) Carefully slip the vestibule grommet over the small end of the pole at the front end of the tent (or rear if you desire). Stretch the vestibule so that the reinforced pocket can be slipped over the plastic coupling at the top of the tent. Stretch each of the vestibule edges until they can be hooked to the rings at the bottom corners of the tent. Leave the vestibule hanging slack at the front of the tent after this is done. This will allow you room to stand while attaching the fly to the tent. On the four man tents you should attach the clips at the middle of the vestibule sides to the corner poles.
- 15) Place the fly over the tent. Be sure that the reinforced area at the center near each end is over the plastic coupling at each end. Connect the hook at the middle of the fly each end to the short tube that was added to the ridge pole at each end. On some tents this may require some amount of stretching to accomplish, especially in cold weather. After the ends of the fly are attached to the ridge pole extensions, stretch each edge of the fly downward until it can be hooked into the ring at the bottom corner of the tent. On the under side of the fly near its bottom edge on each side, is a pair of clips. These clips should be attached to mating rings on the sides of the tent. Later, when the fly is staked down, these connections will hold the tent side out for more interior room as well as prevent the fly and tent from flapping in the breeze. Also, they will prevent the fly from having continuous contact with the tent preventing leakage and permitting the tent, to breath.
- 16) At this time be sure that the tent is positioned as you want it. If not, remove the four corner stakes and carefully adjust the position. Before re-staking the corners be sure your ground cloth is covered by the tent and that the tent is taught and square.
- 17) Insert a stake into one of the rings attached to one of the shock cords attached to the side of the fly. Pull the shock cord fairly taught and stake to the ground. Repeat for other three remaining shock cords.
- 18) Place a stake through one of the loops at the bottom of the vestibule, stretch the vestibule taught, and stake to the ground. Repeat for the other loop.
- 19) Check again to see that your ground cloth is well under the tent and not protruding anywhere. Place the floor cloth inside the tent before putting any gear inside the tent. Place the tent stuff-bag (with the other bags inside it) in the vestibule or, if you aren't using the vestibule, under one corner of your tent so it doesn't get lost. Your tent is now ready to keep you dry and comfortable.

## Appendix 5 Tent Usage Policies and Procedures (cont.)

### C) Your Responsibilities

- 1) You are responsible for the tent in your possession. If you accept the tent from someone else, inspect it immediately to be sure of its condition and that it contains a ground cloth, all parts, and bags.
- 2) After a camp-out the tent is to be set up (indoors if possible) until it is thoroughly dry. Avoid setting it up on concrete floors. Chemicals in the concrete and the rough surface, will damage the tent.
- 3) Tents are not to be set-up outdoors without staking them down as described in the set up procedures. A stiff breeze will blow it away and could damage the poles.
- 4) Fires of any kind are not permitted in Troop 560 tents.
- 5) Set the tent up well away from fires, especially when camping downwind from a fire. Hot embers can be blown some distance from a fire and will melt holes in the fabric.
- 6) Packs with external frames are not permitted in the tents. The reason for purchasing the vestibules was to provide a protected place for your packs, boots, and other gear.
- 7) Shoes are not to be worn in the tents. Leave them in the vestibule. Shoes will track in dirt and mud on camp-outs. Hiking boots frequently have lugs for laces that will tear the floor if dragged across it.
- 8) Insect repellent and other aerosols should not be used in or near the tents as they may damage the tent fabric.
- 9) No food or beverages are permitted in the tents at any time. This includes storage in the vestibule as well as in the tent. Animals are attracted by the smell of food and will tear or chew through the fabric to get at it. In some locations, food in the tent is a safety hazard. You do not have to be in a wilderness area to have food and animal conflicts.
- 10) Do not wash the tent without the Scoutmaster or Equipment Chair's approval. Special care is required when washing the tents to avoid damage by the washing machine and detergents.
- 11) When setting tent up, stakes are to be pushed into the ground by hand only. Pounding with rocks, sticks, and stepping on the stakes will damage them.
- 12) Always count the stakes, couplings and poles to be sure they are all accounted for as you put the parts in the stuff-bag.
- 13) Open knives, hatchets and saws are not permitted in the tents. Store these in the vestibule.
- 14) Do not store the tent and bag on concrete for the same reasons that you do not set them up on concrete.
- 15) Do not store the tent near a heat source.
- 16) Games, running around or between tents, etc. are not allowed to prevent injury to you and damage to the tents.
- 17) Immediately report any damage to the tents to the Quartermaster, Scoutmaster, or Equipment Chair so that further damage can be prevented and repairs made before next usage.
- 18) Tents are to be thoroughly dried at home before being stored. Storing a damp tent will result in the tent becoming moldy.

## Appendix 6 Patrol Food Purchase Policy

- \* Menu plans are prepared by Patrol.
- \* Menu is approved by SPL no later than the last meeting before the camp-out.
- \* Patrol Leader, or someone he designates, determines which Scouts plan to attend an outing before food is purchased.
- \* Food supplies are purchased by the grub master for the patrol. The grub master is a patrol member who volunteers for this duty or is appointed by the Patrol Leader.
- \* Scouts reimburse the food purchaser no later than the first meeting following the camp-out. For simplicity of arithmetic, grub masters will typically divide the total cost of food evenly among the Patrol members attending the campout. Patrol members attending only part of a campout may negotiate a partial payment for the food obtained, but this will be at the discretion of the grubmaster.
- \* Any Scout canceling attendance at a camp-out after food (usually no later than the Wednesday before a campout) has been purchased must still pay his share.
- \* Each Patrol provides their own ice and ice chest (if required), clean-up supplies, etc.
- \* Each Patrol has use of troop cook kits including cooking utensils, dutch ovens, reflector ovens, etc. (see list of available items in Appendix 6).
- \* Charcoal, if necessary, is provided by the Troop.



## APPENDIX 8      HIGH ADVENTURE (HA) POLICY

Clear and consistent High Adventure eligibility requirements, for Scouts and adult crew advisors, support the purpose of the HA program; maximize opportunities for building character, citizenship, and fitness; and help ensure the safety of all participants.

**BACKGROUND:** The Troop 560 High Adventure program is an opportunity for older Scouts to test leadership and outdoor skills they have developed during their first three years in Scouting. High Adventures challenge Scouts physically and mentally, provide new experiences in new places, create a lifetime of memories, and serve to maintain interest among older Scouts.

Troop 560 High Adventures are patterned after Philmont Scout Ranch and other national BSA programs. They emphasize planning, teamwork, and leadership by Scouts with coaching from adults. Minimum requirements of rank, skills, and age assure a uniform base line for crew members, making it possible for the Scouts to perform the majority of organizing, with a minimum of adult intervention. The requirements also serve to ensure that crew members are prepared to safely participate in the planned activities. Since High Adventures can be expensive and they do challenge Scouts physically and mentally, judgment will be exercised by the HA Chair, the Scoutmaster, Troop Committee Chairman and the parents.

**POLICY:** Troop 560 generally follows the High Adventure guidelines of Philmont Scout Ranch.

Scout eligibility for participation in Troop 560 High Adventures:

- Must be at least 14 years of age OR 13 years of age and completed the 8<sup>th</sup> grade by the time of the HA.
- In the event a nationally sponsored High Adventure camp is attended which has a lower age requirement, the lower age will be allowed.
- Must hold 1<sup>st</sup> Class rank or above.
- Must hold Camping and First Aid merit badges.
- Must hold additional merit badges or complete additional training, which may be required to assure specific HA skills and safety. Any such additional requirements should be defined by the HA Chair, approved by the Troop Committee, and communicated to the eligible Scouts by January 1 of the HA year.
- Must meet eligibility requirements at least 30 days before the start of the HA.
- Obtain Scoutmaster approval. Scoutmaster determines leadership and maturity level and may provide recommendations for training and conditioning to prepare Scouts for the HA.
- Must complete a Crew shakedown.

Adult requirements for crew participation in Troop 560 High Adventures:

- Minimum of 2 registered adult leaders with each HA crew; minimum of one adult age 21 or older. For long range HA activities, four adults are recommended.
- Minimum of 2 adults certified in CPR and 1<sup>st</sup> Aid with each crew. At least one adult certified in Wilderness and Remote First Aid is required.
- Minimum of 2 adults certified in BSA Safe Swim and BSA Safety Afloat with each crew (for aquatics--related HA's).
- Adults along on High Adventures may not tent with Scouts other than their own sons.

## **Appendix 8 High Adventure (HA) Policy (cont.)**

Medical Exam requirements for participation in Troop 560 High Adventures (Scouts & adults):

- Philmont and Florida Sea Base require completion of their own medical forms by a Physician (includes signing off on warnings regarding physical and altitude challenges).
- All other HA's require that BSA parts A, B and C medical exam be completed for each Scout and adult within 12 months prior to the HA. In the event of a sponsored HA that has more stringent medical requirements, the requirements of the sponsoring organization need to be met.
- Medical forms note existing conditions, allergies, and parental release. Copies must accompany the crew on its HA and be available in case medical treatment is required.

In the event that there are insufficient slots in a crew to allow everyone to attend, priority will be given to Scouts over adults, once the minimum number of adults has been met. Additional priorities will be determined by the HA Chair and will normally consider troop participation, age/grade, rank, HA requirements already completed, participation in prior High Adventures, and the order in which deposits are received. A list of alternates will also be prioritized in case a crew member cancels.

Requests to waive any Troop HA requirements must be submitted to the HA Chair and Scoutmaster, reviewed by the Adult Leader Council, and considered for approval by the Troop Committee.

## **Appendix 9      Troop Training Activity Guidelines**

The committee considers the following training activities to be an essential aspect of the program.

- Both adult and Troop Leader Training should be scheduled at the annual planning meeting and included in the Troop calendar.
- Troop Leader Training (JLT) should occur soon after each Troop election.
- Youth Protection Guidelines, Anti\_Harassment rules, and the basics of Safe Scouting should be reviewed annually by all Scouts and leaders.
- As part of the overall training program, add assistant positions to youth leadership roles such as Quartermaster, Scribe, and Historian (subject to review and approval of the ALC). This may facilitate preparing younger Scouts for leadership positions in the future.
- Hold an annual Troop meeting to coordinate the arrival of new Scouts and their families into the Troop. This should include New Parent Orientation, a presentation on how the Troop "works", and a review of Safe Scouting principles.
- Each training session provided by the Troop should also include a feedback mechanism in order for the troop committee to review the perception and value of that activity to the Scouts and parents.

## Appendix 10 Troop Equipment List

The items listed below are available to any troop member to check out for a troop or patrol activity. The troop owns other property that is assigned to the patrols. Equipment assigned to one patrol can be borrowed by another if it is not being used by the assigned patrol and if approved by the QM.

### Tents

- 3 - Man Eureka Timberlines with vestibules (Nylon)
- 5 - Man Eureka Sunrise (Nylon)

### Flies

- 10 x 10 Reinforced Canvass

### Cooking

- Aluminum griddles
- Cook kits
- 2x3 steel grate
- Small quantity of miscellaneous utensils
- Coleman Propane stoves
- Coleman 2-Burner stoves\*

### Patrol Boxes/Crates

- 6 Pair (and 1 spare box)

### First Aid Kit

### Miscellaneous

- Coleman Lanterns

### \* Coleman 2-Burner Stoves

**The Troop's Coleman white gas fuel stoves have been retired and replaced with LP stoves that are much simpler to operate.** These instructions are being kept for historical interest, and in case the reader ever comes across such a stove or the Troop changes back to them again some day. Using the Coleman stoves safely and properly is very important. The Troop has developed the following Coleman Stove Operating Procedures:

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### Filling the Tank:

Always fill outdoors. Never fill tank, loosen or remove fuel cap while tank is on or attached to stove, near flame, or other ignition sources.

1. Close valve firmly.
2. Close pump knob firmly.
3. Place tank on level surface, resting on back.
4. Remove fuel cap. Use funnel or suitable filling device and fill with clean fresh fuel.
5. Replace fuel cap on tank and on fuel container. Tighten firmly
6. Wipe any spilled fuel and dispose of in a safe place.
7. Refill after every meal/use.

## Appendix 10 Troop Equipment List (cont.)

### Pumping:

1. Be sure fuel valve is off and fuel cap is firmly closed.
2. Open pump knob one turn.
3. Place thumb over hole in pump knob and pump approximately 30 strokes.
4. Close pump knob.

### Installing Tank:

1. Insert generator into large hole in front of stove and into mixing chamber above burner.
2. Engage tank clips into slots on front of stove.
3. Swing wind baffles out and insert the wire clips into slots in the sides of the stove.

### Lighting the Main Burner

1. Close auxiliary valve.
2. Turn the lighting lever to the up position.
3. Hold a lit match at edge of main burner BEFORE opening the fuel valve.
4. Open the fuel valve quickly, at least two full turns.
5. Wait one full minute then turn lighting lever down.
6. Open pump knob and pump additional pressure into the tank.
7. Close pump knob.
8. Adjust Flame to desired heat with fuel valve.

### CAUTION:

A persistent high, yellow flame indicates flooding or a leak. Close fuel valve, LET FLAMES BURN OUT and stove cool. Turn stove upside down to empty any fuel from burner and wipe dry. Review instructions and relight stove.

### Lighting Auxiliary Burner:

After main burner has been lit, auxiliary burner may be lit.

1. Hold lit match at edge of auxiliary burner and open the auxiliary valve.
2. Adjust Flame to desired heat with fuel valve.

### Turning Off:

1. Shut off auxiliary burner by closing auxiliary valve.
2. Close main fuel valve firmly.

NOTE: Flame will linger on the main burner for a few minutes after fuel valve is closed.

### Emergency Procedure - Shut down

If flames become out of control due to excess fuel:

1. Immediately close main fuel valve firmly
2. LET FLAMES BURN OUT and stove cool.
3. If flame danger threatens overhead structure, close stove lid.
4. If flame danger persists, use Troop fire extinguisher on flames.
5. LET FLAMES BURN OUT and stove cool.
6. Turn stove upside down to empty any remaining fuel from burner and wipe dry.

**Appendix 10          Troop Equipment List (cont.)**

7. Clean burner elements.
8. Re-assemble stove.

DO NOT THROW FOOD ON OPEN FLAMES!!

DO NOT THROW WATER ON OPEN FLAMES!! >> Water and fuel do not mix, so fire may spread with scattered excess fuel.

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**Sleeping**

- \* Sleeping Bag:
  - a) Synthetic insulating fiber (Qualofil, Holofil II, Polarguard, etc.)
  - b) Mummy style
  - c) Construction: no through seams; overlapping bats
  - d) Synthetic or blend inner and outer cover
  - e) Weather strip or insulated draft tube
  - f) Plastic two-way zipper
  - g) Bag for stuffing
- \* Pad:
  - a) Closed cell foam (such as Ensolite)
  - b) 3/8" minimum thickness; 72" length recommended

**Eating**

- \* Dish or bowl: plastic bowl or cover from old Scout mess kit
- \* Spoon/fork/knife: metal or unbreakable plastic
- \* Cup: plastic from Scout mess kit or Sierra type

**General Gear** (See the "Essentials" list in the Camping section of your Scout Handbook)

- \* Canteen/water bottle: plastic 1 qt
- \* Compass: Silva or equivalent quality
- \* Flashlight: pocket type; new bulb and batteries
- \* Ground cloth: plastic; 003 - 004 thick
- \* Poncho or rain suit
- \* Matches and match container: waterproof container (medicine bottles work well); stick matches
- \* Pencil and paper: not pens
- \* Small pocket knife: Totin-chip required; no sheath types
- Backpack:
  - a) Heavy, coated oxford-nylon pack
  - b) Padded shoulder straps
  - c) Padded hip belt
  - d) Reinforced gussets and stitching at stress points
  - e) Plastic zippers
  - f) If an external framed pack check for-cracks at frame welds and pack attach points (also, is pack removable for cleaning)
  - g) Adjustable for proper fit
  - h) Compression straps
  - i) Breathable back support panels
  - j) Flaps over pockets
- \* First Aid Kit:
  - a) Band-Aids, moleskin, gauze, antiseptic cream, aspirin, etc
  - b) Sewing items - needled and thread

## Appendix 11 Minimum Camping Gear (cont.)

### General Gear: (cont.)

- \* Boots:
  - a) Fully lugged one piece sole
  - b) Reinforced heel counter
  - c) Padded insole
  - d) Reinforced toe
  - e) Light weight
  - f) Padded tongue
  - g) Stitching/reinforcing
  - h) Be sure to wear two pair of heavy socks when trying boots on (at least one pair heavy wool and one pair of cotton or synthetic material)
- \* Whistle (for emergencies)
- Plastic bag assortment
- Stuff bags: 2 or 3 sizes

### Hygiene

- \* Soap
- \* Wash cloth
- \* Small towel
- Toilet paper: in sealed plastic bag
- \* Comb
- \* Tooth brush
- \* Tooth paste: biodegradable or baking soda
- Mirror: metal or plastic only
- Foot powder

### Clothes

- \* Nylon windbreaker
- \* Sweatshirt or sweater
- \* Long pants
- \* 2 Scout Tee shirts
- \* 2 underpants
- \* 2 Sets of socks: 2 pair of outer and 2 pair of inner socks
- \* Handkerchiefs: large bandanna types are best
- \* Hat
- \* Belt or suspenders
- Scout uniform shirt. (Neckerchief and slide (or bolo) if appropriate, but not required for Summer Camp.)
- Shorts
- Tennis shoes or moccasins

## Appendix 11 Minimum Camping Gear (cont.)

### Miscellaneous

- Sun glasses: winter and summer
- \* Sun screen: winter and summer
- \* Chap Stick: winter and summer
- Rope or cord: 50 feet
- \* Scout Handbook
- Scout Fieldbook
- \* Totin-chip, Fireman chit
- Insect repellent: non-pressurized
- Camera and film

### Notes

\* = Essential items

No mark - optional items depending on personal need and desires

## **Appendix 12      Campership Guidelines**

Troop 560 will, when possible, provide camperships to qualified Scouts who may need them. Qualified Scouts may apply for camperships for Summer Camp and High Adventures. The following steps are necessary to apply:

- 1) Have a troop committee member as a sponsor. The sponsor's task is to confidentially determine need, to make a recommendation to the committee, and to assist in getting Council campership forms completed. Any committee member may be a sponsor. It is up to the person wanting the campership to contact a committee member.
- 2) The Scout must be an active Scout as certified by the Scoutmaster.
- 3) The Scout must show intent to help himself by being active in the Troop's High Adventure fund-raisers for individual Scouts.
- 4) The Scout must apply for a Council campership for summer camp and/or High Adventure if one is available.
- 5) The final decision concerning a campership award to a qualified Scout will be a committee decision. That decision will reflect the Scout's contribution, the Council contribution, and the funds available in the troop account, as well as any other information deemed appropriate by the committee.

**Appendix 13 Uniform Inspection Criteria**

Points are awarded as follows

- |    |                                                                                                                                                                                                             |                         |                 |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------|
| 1. | GENERAL APPEARANCE (6pts):                                                                                                                                                                                  |                         | _____ points    |
|    | a) Clean face and hands                                                                                                                                                                                     | 2 points                |                 |
|    | b) Neatly dressed                                                                                                                                                                                           | 4 points                |                 |
| 2. | NECKERCHIEF AND SLIDE or BOLO (6pts):                                                                                                                                                                       |                         | _____ points    |
|    | Troop 560 neckerchief folded or rolled to be worn under collar with a presentable Scout related slide. Insignia on back should be right side up and centered. An alternate to these is a Scout related Bolo |                         |                 |
|    |                                                                                                                                                                                                             | 6 points                |                 |
| 3. | SHIRT (6pts):                                                                                                                                                                                               |                         | _____ points    |
|    | a) Official long or short sleeve tan shirt with BSA strip worn over right pocket.                                                                                                                           | 4 points                |                 |
|    | b) Red shoulder loops on epaulets.                                                                                                                                                                          | 2 points                |                 |
| 4. | BELT (4pts):                                                                                                                                                                                                |                         | _____ points    |
|    | Khaki web belt with BSA insignia on brass buckle or other official Scout belt.                                                                                                                              |                         |                 |
|    |                                                                                                                                                                                                             | 4 points                |                 |
| 5. | SHOES (4pts):                                                                                                                                                                                               |                         | _____ points    |
|    | a) Tennis Shoes, Dress shoes, or Hikers.                                                                                                                                                                    | 2 points                |                 |
|    | b) Neat and Clean                                                                                                                                                                                           | 2 points                |                 |
| 6. | IDENTIFICATION (2pts):                                                                                                                                                                                      |                         | _____ points    |
|    | Current membership card on person                                                                                                                                                                           | 2 points                |                 |
| 7. | CORRECT INSIGNIA (18pts):                                                                                                                                                                                   |                         | _____ points    |
|    |                                                                                                                                                                                                             | Insignia      Placement |                 |
|    | a) Left pocket (Current Rank)                                                                                                                                                                               | 2 points                | 2 points        |
|    | b) Right pocket (Council, District or Temp)                                                                                                                                                                 | 2 points                | 2 points        |
|    | c) Left sleeve (CSP, Troop Number)                                                                                                                                                                          | 2 points                | 2 points        |
|    | d) Right sleeve (Flag, Patrol, Quality Unit)                                                                                                                                                                | 3 points                | 3 points        |
| 8. | COUP STRAP (4pts):                                                                                                                                                                                          |                         | _____ points    |
|    | Worn under collar and above neckerchief                                                                                                                                                                     | 4 points                |                 |
|    |                                                                                                                                                                                                             | TOTAL                   | _____ 50 points |

## Appendix 14      **Coup Bead Award Guidelines**

Coup beads are an important part of Troop 560 tradition. Our troop was one of the first, if not the first, troop in the area to use this type of award. Our coup beads are awarded for participation in significant activities and achievements and, therefore, are highly prized by troop members. The coup beads are worn with pride by Troop 560 members and by non-member Scouts who have earned them.

The coup beads represent a form of pictorial history of each Scout's achievements and activities in the Troop and Scouting. Because the coup strap illustrates a Scout's history with the Troop, each coup bead should be placed on the strap in the order it was earned. Scouts in Troop 560 should take great pride in maintaining the correct order of their coup beads so that their history of activities and achievements is accurately preserved.

Scouts are encouraged to keep a written list of coup shape, color, and their order in case of breakage or loss of their strap. This written history should include a note of the date, event and site of the event.

### **General Guidelines**

The coup bead strap is part of the Troop 560 uniform and is to be worn at all times with the uniform at Scout meetings. A scout is not given a coup strap until he has earned his first coup with Troop 560. The strap and first coup bead are presented with ceremony at the meeting following the event where it was earned.

Coup beads are normally awarded at the end of the qualifying activity. If a Scout is not present when coup beads are awarded, he may receive them at a later meeting.

Any committee member, Scoutmaster, or Scout may be awarded coup beads. Scouts from other troops, who camp or work with our troop on projects, may be awarded coup beads. To receive them they must observe the same guidelines as Scouts in this troop.

The loop below the knot (a reminder to do a good turn daily) may be used to hang a personal totem of the Scout's choice or one awarded by the Troop.

Lost coups may be replaced; but, they must be bought at the Troop's cost of replacement. Coup beads are generally 1/8-inch thick by 1/2-inch in diameter, with a 1/8-inch hole through the center.

### **Coup Bead Description:**

**Troop Anniversary Coup Bead**      1/8 x 1/2 (14 x 3 mm) disc      Clear

Given upon first anniversary in the Troop and upon each subsequent anniversary. This coup helps divide the Scout's coup history into meaningful groups, as well as rewarding active participation in the troop.

**District Event Coup Bead**      1/8 x 1/2 disc      Green (medium)

Awarded to Scouts participating in district or council events, regardless of whether the Scout camps out. Examples of district and council events are Scout-o-Rama, Winter Event, Fall Camporee, and the Spring Camporee/Arrow of Light. This coup may also be awarded for serving on staff of a district or council event, such as Cub Day Camp, Cub Overnight, or Webelos Camp. Only one district event coup set is awarded per event, regardless of event duration. This coup may be awarded in addition to a camp-out coup.

## Appendix 14      **Coup Bead Award Guidelines (cont.)**

### **Coup Description:** (cont.)

**Summer Camp Coup Bead**                      1/2 x 1/2 cube                      Green  
Awarded to Scouts who complete one full week of summer camp. One coup is awarded per week of camp with any Boy Scout Troop. This does not apply to counselors or counselors-in-training. Those Scouts receive only one set of summer camp coups.

**Service Project Coup Bead**                      1/8 x 1/2 disc                      Lt Yellow  
Awarded to Scouts participating individually or as a group in service projects with any Boy Scout Troop. Examples are Scouting for Food; Eagle projects and other advancement projects; it does not include fund raising projects for the benefit of the troop. This coup may be awarded for services rendered other organizations by the troop or a patrol (but not by an individual). This coup may be awarded in addition to a camp-out coup.

**Conservation Project Coup Bead**                      1/8 x 1/2 disc                      Dark Purple  
Awarded for conservation work done with any Scout unit. Examples are such things as planting trees, cleaning streams, seeding, etc. This coup may be awarded in addition to a camp-out coup.

**Leadership Training Coup Bead**                      1/8 x, 1/2 disc                      Tan  
Awarded for participation in leadership training either as pupil or instructor. One coup set is awarded per course, regardless of duration. This coup is not awarded for TLT or its equivalent as this event has its own coup bead. This coup may be awarded in addition to a camp-out coup.

**TLT Coup Bead**                      1/8 x 1/2 disc                      Brown  
Awarded for participation in Troop Leader Training or its equivalent as pupil. Only one coup set awarded for the training.

**Hiking Coup Bead**                      1/8 x 1/2 disc                      Yellow  
Awarded for taking a hike of at least 5 miles in one day with a troop or a patrol. This coup may be awarded in addition to a camp-out coup. Only one coup set may be awarded per trip. For example, if a Scout hikes 10 miles today, camps over night and hikes 10 miles back tomorrow, he would receive one set of camp-out coups and one set of hiking coups. These coups are not awarded with high adventure coups.

**Biking Coup Bead**                      1/8 x 1/2 rubber ring                      Black  
Awarded for taking a bike trip of at least 5 miles in one day with a troop or a patrol. This coup may be awarded in addition to a camp-out coup. Only one set may be awarded per trip (see hiking coup). This coup is not awarded with high adventure coups.

**Canoeing Coup Bead**                      1/8 x 1/2 disc                      Orange  
Awarded for taking a canoe trip of at least 5 miles in one day with a troop. This coup may be awarded in addition to a camp-out coup. Only one set may be awarded per trip (see hiking coup). This coup is not awarded with high adventure coups.



**Appendix 14      Coup Bead Award Guidelines (cont.)**

**Coup Description:** (cont.)

**Camp Counselor Coup Bead**

1/2 ball

Green

Awarded for serving as a camp counselor for summer camp season. Only one set may be awarded per session. Counselors-in-training do not qualify for this coup unless they attend the full camp session.

**Scoutmaster Coup Bead**

1/2 ball

Red

Awarded at Scoutmaster's discretion to recognize noteworthy behavior or service to the troop.

**Special Coup Bead**

Varies

Varies

Special coups may be developed for unique circumstances and presented with the prior approval of the committee. Definition of shape and color, as well as award criteria, should follow the guidelines established for other coups. An example of this would be the Pine Knot coup bead. (Awarded for "Sawin' in the Pines" – sleeping out under the stars in the Pine tree grove at Central County Park in Jones County at a Camporee.)

## Appendix 15      Gourmet Cooking Contest Evaluation

### Gourmet Meal Contest Rules

Adult Scouters are the judges of your meals, preparation, presentation, et cetera. There is a point system. See the attached sample sheet.

- The adult Scouters are your guests, so act properly.
- Provide an invitation early in the afternoon to those adults whom the Scoutmaster assigns to your patrol.
- Provide the Senior Patrol Leader with the full-sheet-size copy of your menu in the St Marks parking lot Saturday morning. This will be posted for the judge's information when meal preparation begins.
- Meals will be eaten indoors on picnic tables.
- Set the table for your patrol plus your guests.
- Prepare enough of your meal for your patrol and two adults, plus enough for all of the other adults to sample if they wish. To judge fairly, other adults may wish to taste some of your food preparations. Provide small plates, cup, and extra plastic ware for their convenience.
- Are you warming up stew from a can or starting with fresh vegetables and browning meat on site? You are expected to start with fresh vegetables and browning meat on site.
- Food prepared at home is discouraged and gets no point value. But prepare the food from scratch only to the extent you feel you have the skill and time. Serving the meal ON TIME is a scoring factor.
- Selecting your menu items is a very important early step. For example, roasting a turkey takes a very long time and has a narrow chance of satisfactory outcome if haven't done it before outdoors. Choosing a desert you have confidence in preparing may be better than something exotic and untested.
- Non-cooking food preparation such as cutting vegetables may be done indoors.
- All food cooking will be done outdoors over wood and/or charcoal heat. Prior to the campout, it will be determined if the camp stoves can be used for anything other than heating water for cooking vegetables and for clean-up.
- Post your patrol flag or make a sign to post at your outdoor food preparation site. (This is mandatory.)
- Remember that you are being judged on many aspects besides the taste of the food. From the beginning of the food preparation period to the end of the meal your activities are being considered in the scoring – Team Spirit, Patrol Cooperation, Manners are all important to providing an enjoyable meal and getting points.
- Manners, cleanliness, Scout uniforms, saying grace, treating your guests well – these are aspects every patrol can score well on. Don't blow these after you put considerable effort into preparing a delicious meal. Review the Rules and scoring value thoroughly at your patrol meeting, so that everyone is aware of these.

**Appendix 15      Gourmet Cooking Contest Evaluation (cont.)**

<u>Topic</u>			
1) Cleanliness of Scouts and Table	(20 points)		_____ points
Uniforms are properly worn		5 points	
Hands and faces are clean		5 points	
Hair is combed		5 points	
Patrol area is neat and clean		5 points	
2) Appropriate and Original Grace Is Given	(10 points)		_____
points			
(Philmont Grace is not original)			
Grace is given		5 points	
Appropriate and original		5 points	
3) Manners	(20 points)		_____ points
All seated at once to eat		4 points	
Guests welcomed and served first		4 points	
Food passed		6 points	
Dignified decorum and conversation		6 points	
4) Meal	(30 points)		_____ points
Balanced menu		4 points	
Taste of meal		4 points	
Complexity of food preparation		6 points	
Food served at correct temperature		4 points	
All food prepared at the campsite and cooked outdoors over a fire			
(If not, no points will be awarded for the meal)		8 points	
All materials required for the meal brought with the patrol at the start of the camp-out		4 points	
5) Aesthetics	(10 points)		_____ points
Invitations		2 points	
Table setting		3 points	
Decorations		3 points	
Patrol flag by the table		2 points	
6) Timeliness	(10 points)		_____ points
Dinner is served at the scheduled time		7 points	
Patrol yell signals that dinner is ready		3 points	
<b>TOTAL</b>	<b>(100 Possible Points)</b>		_____ points

Tasks and Responsibilities

**Item   Responsibility**

1)	Obtain Eagle Award Kit (including parent's pin) .....	Troop
2)	Site for Court (and send thank you letter following) .....	Family
3)	Set Court Date .....	Family/Troop
4)	Obtain Speaker .....	Family
5)	Obtain Minister for invocation, benediction .....	Family
6)	Scout's Biography (for newspaper and program) .....	Family/Troop
7)	Newspaper Article and Photo .....	Family/Troop
	Gazette: make appointment with Youth Activity Department and go for photo in uniform.	
	Marion Sentinel: same as above.	
8)	Print Invitations:	
	Prepare .....	Family
	Send to family and friends .....	Family
	Send to special people (ex-Scoutmasters, all Troop 560 Eagles, etc).....	Family
9)	Photographer if desired .....	Family
10)	Photograph development .....	Family
11)	Photo Album (to be displayed at next Troop Court of Honor) .....	Family
12)	Program:	
	Format .....	Family
	Purchase blanks .....	Family
	Printing .....	Family
13)	Guest Register .....	Family
14)	Troop and US flags .....	Troop
15)	Candles, ceremonial logs, candle blocks, etc. ....	Troop
16)	Letters from Senators, etc. ....	Family
17)	Advancement Triangle from Scout Office .....	Family
18)	Eagle Banner and Eagle Emblem from Scott Office .....	Family
19)	Tape recording if desired .....	Family
20)	Minimum of 2 (or up to 6) Eagle escorts .....	Family
21)	Ushers .....	Troop (or family )
22)	Flag from Senator/Representative .....	Troop/Adv. Chair
23)	Practice date .....	Troop/Family
24)	Giver of Eagle Charge .....	Troop/Family
25)	Eagle Scout Speech .....	Eagle Scout



**Appendix 17 Troop 560 Eagle Honor Role**

John Hitchcock	1974
Tom Parman	1974
Lennie Vinson	1974
John Stack	1975
Bill Gibbs	1977
Steve Martin	1977
Bruce Shearer	1977
Dave Lagerstrom	1977
Dave Frerking	1980
Mike Neal	1981
Steve Leonard	1981
Jeff Lehman	1981
Craig Foote	1981
Stuart Barnum	1982
Steve Hingtgen	1983
Rob Pierce	1983
Matt McWhinney	1984
James Hingtgen	1986
Eric Christoffersen	1990
Joe Hasley	1991
Kevin Sutherland	1991
Jackson Brandenburg	1991
Steve Shanley	1991
Jim Moran	1992
Jim Wood	1992
Bryan Nordstrom	1992
Jess Bringolf	1992
Kyle Taylor	1992
Matt Bortz	1993
Chris Moran	1995
Brad Bossard	1995
Matt Scheid	1996
Nitin Sikka	1997
Joel Blank	1997
Kai Stark	1997
Pat Logan	1998
Brian Schmoll	1999
Chris Stark	1999
Nick Sagan	1999
Ken Sabotta	2000
Cody Smith	2000
Eric Buh	2001
Brian Myers	2001
Andy Evans	2001
Brandon Hess	2002
Jason Hess	2002
Alex Pfau	2003

**Appendix 17 Troop 560 Eagle Honor Role (cont'd)**

Bryan Topf	2004
Nicholas Lockhart	2004
Brian Buh	2004
Joey (J.J.) Nirschl	2004
Mitchell Kolf	2004
Nathan Anderson	2004
Russell Schmidt	2004
Kyle Myers	2005
Keith Buckman	2005
Jay Roltgen	2005
John Williams	2005
Arthur Fiester	2005
Benjamin Wilkinson	2005
Aaron Eichler	2006
Charles Kirpes	2006
Michael Kirpes	2006
Eric Hanson	2006
Lucas Wagner	2006
Kyle Schellhorn	2007
Tyler Stoppelmoor	2008
Joel Mason	2008
Sam Scherkenbach	2009
Kyle Grote	2009
Peter Wilkinson	2009
Jeffrey Schons	2009
Nathan Schmidt	2009
Nathan Sippy	2009
Kevin Cortez	2010
David Stevens	2010
Brian Wobbema	2010

**Appendix 18 Troop 560 Scoutmaster History**

		start	end
1	Howard Miller	1969	1972
2	Jerry Brown	1972	1975
3	Jim Martin	1975	1977
4	Gary Foote	1977	1979
5	Robert Pierce	1979	1982
6	Tom Brennom	1982	1985
7	Gary Forker	1985	1988
8	Art Christopherson	1988	1990
9	Jim Wood	1990	1994
10	Dennis Ehrhart	1994	1995
11	Tim Sagan	1995	1996
12	Jim Wood	1996	1998
13	Paul Smith	1998	2001
14	Doug Anderson	2001	2004
15	Roger Kirpes	2004	2007
16	Thom Grote	2007	2010
17	Bruce Jacobs	2010	

Scout Name: \_\_\_\_\_

Scout:

- The Scout Oath
- The Scout Law
- The Scout Motto
- The Scout Slogan
- The Outdoor Code
- Tie a Square Knot

Leader: \_\_\_\_\_

Date: \_\_\_\_\_

Tenderfoot:

- All of the Scout questions above Plus*
- Why do we whip the end of a rope?
- Why do we use the buddy system?
- What is the Heimlich maneuver and how do you do it?
- Tie a Taut Line Hitch and tell what it is used for.
- Tie a Two Half Hitch and tell what it is used for.
- Why should you be advanced to the next rank?

Leader: \_\_\_\_\_

Date: \_\_\_\_\_

2<sup>nd</sup> Class:

- All of the Scout and Tenderfoot questions above Plus*
- Explain how to light one of our camp stoves.
- What are the "hurry" cases?
- How do you handle the "hurry" cases?
- How does a compass work?

Leader: \_\_\_\_\_

Date: \_\_\_\_\_

One Service Hour Completed: \_\_\_\_\_ (Advancement Chair)

Five Patrol/Troop Activities (3+ camping) dates: \_\_\_\_\_  
\_\_\_\_\_ (camp) \_\_\_\_\_ (camp) \_\_\_\_\_ (camp)

1<sup>st</sup> Class:

- All of the Scout, Tenderfoot, and 2<sup>nd</sup> Class questions above Plus*
- Tie a Timber Hitch and tell what it is used for.
- Tie a Clove Hitch and tell what it is used for.
- Tie a Sheet Bend and tell what it is used for.
- Tie a Bowline and tell what it is used for.
- Explain when you should and should not use lashings.
- How do you find directions during the day/night without a compass?
- What does CPR stand for?
- What are the five signs of a heart attack?
- What do you do if someone is having difficulty swimming 10 ft from shore?
- What is shock?
- What are the signs and treatment for someone who is going into shock?

Leader: \_\_\_\_\_

Date: \_\_\_\_\_

Five Patrol/Troop Activities (3+ camping) dates: \_\_\_\_\_  
\_\_\_\_\_ (camp) \_\_\_\_\_ (camp) \_\_\_\_\_ (camp)

Scout Name: \_\_\_\_\_

**Star, Life, Eagle, Palms:**

- All of the Scout, Tenderfoot, 2<sup>nd</sup> Class, 1<sup>st</sup> Class questions on previous page Plus*
- Up until now you've been taking from the troop, how will that change if you are promoted to the next rank?
- Why should you be promoted to the next rank?
- How do you see yourself helping the troop?
- Do you know anyone else that would benefit from Scouting?
- What type of leadership position would you like to have next?
- What are your goals from here?
- What good turn have you done today?
- Are you going to summer camp?
- How far would you like to go in Scouting?
- What merit badges have you earned?
- Which campouts have you enjoyed the most?
- Which campouts would you not like to do again?
- What was your worst campout?
- What new campouts would you like to see added next year?
- What would you like to see us do in troop meetings?
- Who is Lord Baden-Powell?
- Who brought Scouting to the United States? (William D. Boyce)
- How many merit badges does it take to become an Eagle Scout?
- Why do you think Scoutmaster's Conference is required for rank advancements?
- Are you in the Order of the Arrow?
- Why is the outdoor code important?

**Questions Signature:**

Leader: \_\_\_\_\_

Date: \_\_\_\_\_

**Star Rank Signatures:**

6 Service Hours: \_\_\_\_\_ 4 Eagle Req + 2 Add'l Merit Badges: \_\_\_\_\_ (Adv. Ch.)

4 Months in Position of Responsibility:

\*Position: \_\_\_\_\_ (dates) \_\_\_\_\_ to \_\_\_\_\_

\*Position: \_\_\_\_\_ (dates) \_\_\_\_\_ to \_\_\_\_\_

Mentor Signature: \_\_\_\_\_

**Life Rank Signatures:**

6 Service Hours: \_\_\_\_\_ 3 Eagle Req + 2 Add'l Merit Badges: \_\_\_\_\_ (Adv. Ch.)

6 Months in Position of Responsibility:

\*Position: \_\_\_\_\_ (dates) \_\_\_\_\_ to \_\_\_\_\_

\*Position: \_\_\_\_\_ (dates) \_\_\_\_\_ to \_\_\_\_\_

Mentor Signature: \_\_\_\_\_

**Eagle Rank Signatures:**

5 Eagle Req + 5 Add'l Merit Badges: \_\_\_\_\_ (Adv. Ch.)

6 Months in Position of Responsibility:

\*Position: \_\_\_\_\_ (dates) \_\_\_\_\_ to \_\_\_\_\_

\*Position: \_\_\_\_\_ (dates) \_\_\_\_\_ to \_\_\_\_\_

Mentor Signature: \_\_\_\_\_