

Boy Scouts of America  
Troop 132  
Maple Lake United Methodist Church  
Spring Brook, PA

# Troop Guidebook



Revised: March, 2012

# Table of Contents

<b>1. Purpose .....</b>	<b>3</b>
<b>2. Introduction .....</b>	<b>4</b>
2.1 Scout Oath .....	5
2.2 Scout Law.....	6
2.1 Outdoor Code.....	5
2.2 Slogan and Motto .....	6
<b>3. Scout Spirit .....</b>	<b>4</b>
<b>4. The Scout Uniform.....</b>	<b>4</b>
4.1 BSA Uniform and Insignia Placement Information .....	5
4.2 Official Troop 132 Uniform .....	6
4.1 Activity Uniform .....	5
<b>4. Scout Meetings.....</b>	<b>4</b>
4.1 BSA Uniform and Insignia Placement Information .....	5
4.2 Official Troop 132 Uniform .....	5
<b>5. Scout Meetings.....</b>	<b>4</b>
5.1 Patrol Meetings .....	5
5.2 Patrol Corners .....	6
<b>6. Inspection.....</b>	<b>4</b>
<b>7. Scout Costs .....</b>	<b>4</b>
7.1 Troop Recharter .....	5
7.2 Fee Payment upon Registering with the Troop.....	6
7.3 Annual Dues.....	5
7.4 Camping Trip .....	6
7.5 Summer Camp .....	5
7.6 SME/FOS.....	6
7.7 Fundraisers .....	5
7.8 Scout Accounts.....	6
7.9 Damaged Troop Equipment.....	5
<b>8. Behavior and Discipline .....</b>	<b>4</b>

<b>9. Medical Forms</b> .....	<b>4</b>
9.1 Prescription Medications .....	5
9.2 Over the Counter Medications.....	6
<b>10. Attendance (Being Active)</b> .....	<b>4</b>
10.1 Camping/Activity/Attendance.....	5
<b>11. Advancement</b> .....	<b>4</b>
11.1 Testing Procedures .....	5
11.2 Signing Off on Completion of Requirements.....	6
11.3 The Scoutmaster Conference .....	5
11.4 The Review Process.....	6
11.5 BSA Joining Requirements (Awarding the Scout Badge).....	5
11.6 Rank Advancement Record Keeping .....	6
11.7 Achieving Rank .....	5
<b>12. “Totin’ Chip” and “Firem’n Chit”</b> .....	<b>4</b>
<b>13. Troop Equipment</b> .....	<b>4</b>
13.1 Tent Care .....	5
13.2 Packing for Camp.....	6
<b>14. Transportation</b> .....	<b>4</b>
<b>15. Positions of Leadership</b> .....	<b>4</b>
15.1 Senior Patrol Leader (SPL).....	5
15.2 Assistant Senior Patrol Leader (ASPL).....	6
15.3 Patrol Leader (PL) .....	5
15.4 Assistant Patrol Leader (APL).....	6
15.5 Troop Junior Guides, Troop Guide, Troop Instructor.....	5
15.6 Troop Junior Leadership: Junior Assistant Scoutmaster (JASM), Troop Scribe, Troop Librarian, Troop Historian, Troop Quartermaster (QM), Chaplain Aide, Troop Bugler, Order of the Arrow Troop Representative, Den Chief, Troop Webmaster, Leave No Trace Trainer .....	6
15.7 Patrol Junior Leadership: Patrol Scribe, Patrol Quartermaster, Patrol Grubmaster, Patrol Cheerleader .....	5
15.8 Current Troop Adult Leadership.....	6
<b>16. Troop Organization</b> .....	<b>4</b>
<b>17. Troop 132 Parental Involvement</b> .....	<b>4</b>
17.1 Becoming a Troop 132 Adult Leader.....	5
17.2 Parental Support in Keeping the Troop Strong .....	6

<b>18. Introduction to Merit Badges .....</b>	<b>4</b>
<b>19. Becoming a Merit Badge Counselor .....</b>	<b>4</b>
<b>20. Scouting Stores .....</b>	<b>4</b>
20.1 <i>Northeastern Pennsylvania Council Scout Shop .....</i>	<i>5</i>
20.2 <i>National Boy Scouts of America Online Retail Store .....</i>	<i>6</i>
<b>21. Boy Scouting Publications .....</b>	<b>4</b>
21.1 <i>Youth Publications .....</i>	<i>5</i>
22.2 <i>Adult Publications .....</i>	<i>6</i>
<b>22. BSA Training Opportunities (Council and National).....</b>	<b>4</b>
15.1 <i>Training for Youth .....</i>	<i>5</i>
15.2 <i>Training for Adults .....</i>	<i>6</i>
<b>23. The Oder of the Arrow (Scouting’s National Honor Society) .....</b>	<b>4</b>
15.1 <i>Purpose .....</i>	<i>5</i>
15.2 <i>Eligibility for Order of the Arrow Membership .....</i>	<i>6</i>
<b>24. Troop Guidebook Acknowledgement of Receipt and Pledge of Performance Form .....</b>	<b>4</b>

## 1. PURPOSE

The purpose of this guidebook is to provide clearly stated and fair-minded guidelines underscoring the expectations Troop 132 has for its Scouts, adult leaders, and parents/guardians. It is hoped these guidelines will ensure that the troop's Scouts receive a Scouting program delivered in reasoned and consistent fashion. The guidebook is intended to augment the *Boy Scout Handbook* as clarification of the expectations for attaining rank within the troop. It is an evolving document that will be revised as needed. Any suggestions for improving or clarifying guidebook contents should be directed to the Scoutmaster.

**The last page of the guidebook contains an acknowledgement form that must be signed by parents/guardians and Scouts. The form confirms that the policies outlined in the guidebook have been read and are understood. It can also be used to provide suggestions to the troop committee for enhancing guidebook information.**

## **2. Introduction**

The goal of Troop 132 is to provide its Scouts with a high quality and comprehensive Scouting program. The values we strive to instill are based upon those found in the *Scout Oath* and *Scout Law*.

### **2.1 Scout Oath**

On my honor I will do my best  
to do my duty to God and my country  
and to obey the Scout Law;  
to help other people at all times;  
to keep myself physically strong,  
mentally awake, and morally straight.

### **2.2 Scout Law**

A Scout is:  
trustworthy, loyal, helpful, friendly,  
courteous, kind, obedient,  
cheerful, thrifty, brave, clean, and reverent.

### **2.3 Outdoor Code**

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

*(A further explanation of the Scout Oath, Law, and Outdoor Code can be found in the Boy Scout Handbook.)*

### **2.4 Slogan and Motto**

“Do a Good Turn Daily” and “Be Prepared” are the *Scout Slogan* and *Motto*.

Scouts in Troop 132 are expected to do a good turn every day...not just when they are camping, but also when they are at home and school. A “good turn” is an unsolicited action by the Scout where a useful service is performed for family, friend, or neighbor. “Be prepared” the *Scout Motto* is encouraged in all we do...be it preparing for a hike, packing for a camping trip, preparing for a school field trip, or helping to get ready for a family vacation...and is of enduring value in one’s life.

Teamed with camping and the fellowship of their peers, the Scout Law, Oath, Slogan, and Motto enhance and promote character and self confidence.

### 3. **Scout Spirit**

After attaining the rank of Tenderfoot, a Scout has a new requirement for each of the ranks on his trail to Eagle...“Scout Spirit.” This is perhaps the most important requirement a Scout needs to fulfill to reach the rank of Eagle Scout. It is Scout Spirit that compels a Boy Scout to step away from the crowd and stand up for what he knows is right rather than shrugging his shoulders and doing what is wrong while thinking “everyone else is doing it...” Scout Spirit is the temperament and attitude of a Boy Scout that defines the ability to lead and to follow for the sake of the group; it is perhaps the best measure of the attainment of Scouting qualities.

Scout Spirit is a feeling of pride in belonging to and carrying on the traditions of Scouting. This pride shows itself in the actions each Scout exhibits both as an individual and as part of a group. Scout Spirit demonstrates to others through deeds and actions that one is proud to be a Boy Scout. While no one can know how a person feels inside about Scouting, there are certain things that can be done to show others that one has Scout Spirit. These include:

- ✓ **Trying** your best to live the Scout Oath and Law
- ✓ **Wearing** the Boy Scout Uniform correctly to all Scouting functions. The uniform should be worn proudly since it has years of tradition and heritage behind it.
- ✓ **Helping** when asked to participate. It is far too common to sit and say: “I don’t know,” “I can’t do that,” “I don’t want to do that,” or “Why do I always have to help?” But it is a Scout with determination and spirit who will earnestly try to carry out what is asked of him. That is the Scout who is not afraid to think for himself and act on what he has learned or the Scout who will pick up his book and learn... a Scout with a “can do” attitude.
- ✓ **Attending** as many Scouting functions as possible. A Scout with spirit doesn’t stay home from an activity because the weather is bad or if it doesn’t sound like it is going to be fun; he helps make it fun no matter what the weather or activity.
- ✓ **Volunteering** for activities such as skits, songs, chores or service. Scouting can only be fun if a Scout participates.
- ✓ **Being** on one’s best behavior in public. How a Scout acts reflects on all Scouts everywhere.
- ✓ **Having** a positive attitude. The way a person feels and acts rubs off on the people around him or her. So make the best of any situation. Others will appreciate your positive approach.

In order to achieve rank advancement, Scouts are required to show Scouting Spirit, in both their Scouting and daily lives. The Scoutmaster determines if a

Scout has displayed Scout Spirit with respect to rank advancement and is the person who records such spirit in the appropriate section of a Scout's *Boy Scout Handbook*.

*Scout Spirit is easy – all you have to do is try!*

## **4. The Scout Uniform**

The Scout Uniform allows Scouts and adult leaders to visually demonstrate their pride in being part of the worldwide Scouting movement and, in the case of Scouts, to showcase advancement achievements. Scouts and adult leaders are encouraged to wear their uniforms at all Scout meetings and official functions and on camping trips, hikes and public outings. All Scouts are encouraged to be in full uniform within 30 days of joining the troop.

When buying a uniform, some patches need to be purchased, but advancement and special recognition patches will be provided by the troop as they are earned. An alternate route for obtaining a uniform is by participating in the experienced uniform program. Any adult leader should be able to provide more information about the program. Once-a-month, the troop will pick up uniform related items at the council Scout Shop and Training Center (SSTC) for Scouts who have provided the size, quantity and payment for such items in advance. Section 20 (Scouting Merchandise) of this handbook provides information on how to purchase Scouting merchandise including uniforms and accessories.

### **4.1 BSA Uniform and Insignia Placement Information**

The Boy Scouts of America organization has developed an interactive website ([www.bsauniforms.org](http://www.bsauniforms.org)) which provides lots of official BSA uniform information. The interactive features of this website let you have a lot of fun learning about uniform components and how to wear them no matter where you are on the Scouting advancement trail.

More detailed information on how to wear uniform insignia can be found in the *BSA Insignia Guide* publication. The Scoutmaster will know how to locate a current copy of this guide.

Finally, the following information provides graphic illustration of the proper positioning of basic insignia (Source: <http://www.troop240ny.org/Troop/Manuals/uniforms.htm>):

## Placement of Insignia

### Left Sleeve

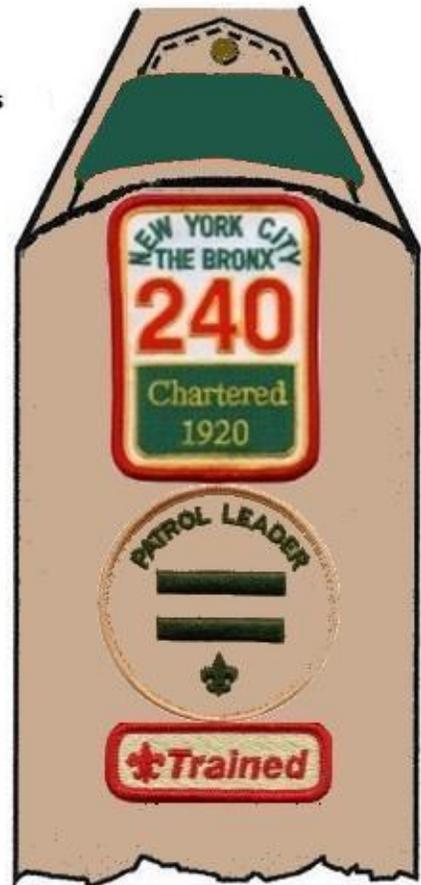
**Shoulder Epaulets.** Green shoulder loops over epaulets identify Boy Scouting (ALL Scouts and Scouters)

**Troop 240 Patch.** Flush on the seam and centered on the epaulets.

**Badge of Office.** Centered below, and just touching the Troop 240 patch.

**Trained Patch.** For Youth Leaders who completed NYLT, and Leaders who have completed the three parts of the basic training. Centered below and just touching the Badge of Office.

**Den Chief Cord.** Worn over left shoulder and under epaulet.



## Placement of Insignia

### Left Pocket

**World Crest.** Centered above left pocket and vertically centered between the top of the pocket and the shoulder seam.

**Service Stars.** Centered 3/8" above pocket or, if present, square knots. If two or more, separate by 3/4" center to center of stars.

**Square Knots.** Centered over pocket, rows of three, lead color to wearer's right.

**Badge of Rank.** Centered on pocket, vertically centered between point of flap and point of pocket. Youth only.

**Arrow of Light Patch.** Scouts who earned the Arrow of Light as Cub Scouts may wear this insignia which is centered directly below the point of the pocket.

**Medals.** No more than five (5) medals may be worn on a uniform shirt. Medals are pinned in a centered straight line directly above the top seam of the left pocket. The Scout determines the order in which the medals are pinned. The medal most important to the Scout is pinned to the far right in a row of medals.



## Placement of Insignia

### Right Sleeve



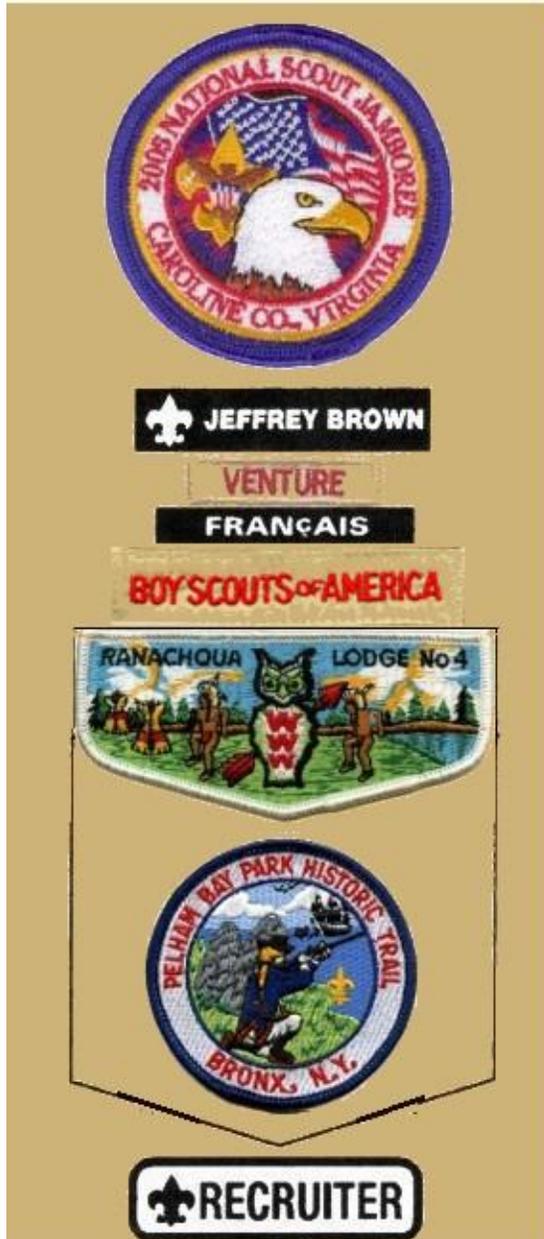
**Shoulder Epaulets.** Green shoulder loops over epaulets identify Boy Scouting (ALL Scouts and Scouters)

**US Flag.** Flush on shoulder seam, centered on epaulet. Already on the uniform.

**Patrol Medalion.** Centered immediately below the US Flag patch.

**Quality Unit Patch.** Centered immediately below the patrol medalion. If patrol medalion is not worn (Scouters), centered 2" below the US Flag patch.

## Placement of Insignia



### Right Pocket

**Jamboree Patch.** Centered over the pocket, vertically centered between the top of the pocket & the shoulder seam

**Nameplate, Venture Strip, and Interpreter Strip.** Worn in the order shown, centered over the BSA Strip

**BSA Strip.** Centered over right pocket - already on uniform.

**OA Lodge Patch.** Worn centered on the right pocket flap.

**Temporary Patch.** Camp, Trail or Activity patch (etc.) worn centered on the pocket, and vertically centered between the point of the flap and point of the pocket. Only one may be worn. Others can be placed on the back of the merit badge sash.

**Recruiter Strip.** Centered below the point of the pocket.

## 4.2 Official Troop 132 Uniform

Troop 132's Scout Uniform consists of:

### ✓ **Shirt (long or short sleeve)**

- Northeastern Pennsylvania Council patch
- "132" numeral patches
- 25 year patch (showing that our troop has been chartered for over 25 years)
- World Scouting Crest (optional, shows belief in the world brotherhood of Scouting)
- Arrow of Light (only if earned as a Webelos Cub Scout)
- Patrol patch

*Note:* All other patches worn by a Scout must be earned or awarded to the Scout or the troop.

*OA Lodge Flaps:* In order to wear the council OA lodge flap, a Scout or adult leader must be a current member in good standing with the OA lodge (dues paid)...it should be removed otherwise.

*Name Tags:* Name tags may be worn on the right pocket flap or above the "Boy Scouts of America" patch if a Scout wears an OA lodge flap.

- **Troop 132 Neckerchief** The troop provides each Scout and adult leader with a troop neckerchief when he joins. Additional neckerchiefs may be purchased at weekly troop meetings.
- **Scout Pants (long or short)**

*Note:* The Boy Scouts of America is not a military organization and does not wish to be perceived as one. Scouts are not to blouse pants or substitute camouflage pants for uniform pants.
- **Scouting belt and buckle** The official Boy Scout belt is an olive green web belt or leather belt with the BSA insignia on a buckle. A Scout may wear any other belt and buckle related to the Scouting theme with the Scoutmaster's approval.
- **Troop 132 or other Scouting hat** Although a troop or other Scouting hat is optional, non-Scouting hats may **not** be worn with the uniform. Troop hats may be purchased at troop meetings.
- **Scout socks** Official Boy Scout socks come in several styles and are olive green with red tops.

## 4.3 Activity Uniform

Troop 132's activity uniform consists of a Scouting T-shirt worn with Scout pants and socks. This uniform is sometimes unofficially referred to as the "Class B"

uniform and can be worn during certain activities as determined by the Scoutmaster. The activity uniform may be worn to the first troop meeting of each month.

Any Boy Scout T-shirt or golf shirt is acceptable as part of the activity uniform. Troop 132 has created its own shirts; one shirt is a tan long sleeve, the other is a blue short sleeve. These shirts are optional and may be purchased at troop meetings. We encourage all Scouts to purchase at least one troop activity shirt so we can look sharp and unified when we wear activity uniforms.

## 5. **Scout Meetings**

Weekly troop meetings are held at the Maple Lake United Methodist Church Hall on Wednesday nights from 7:00 p.m. to 9:00 p.m. Scouts are expected to arrive on time. Parents are always welcome to attend, especially on those nights when special speakers are scheduled or when the troop will tour a facility. The Patrol Leaders' Council (PLC) will meet from 6:15 p.m. to 7:00 p.m. the first Monday of the month. If a Scout is a member of the PLC, he should make sure the adult who is providing his transportation is aware of this early arrival time commitment. Scouts are expected to bring the following items to troop meetings and campouts:

- ✓ A notebook and pencil or pen

It cannot be stressed enough that each Scout should have **and bring** his own *Boy Scout Handbook* and a notebook to every meeting! While we do not want to recreate a schooling atmosphere, much of the information provided at a meeting must be written down for later use. Scouts must accept responsibility for obtaining and reporting (certainly to parents) this information.

- ✓ *Boy Scout Handbook*

The *Boy Scout Handbook* is the official source of Scouting information. It is also a record of a Scout's advancement. **It must be brought to every meeting and campout and kept in excellent condition.** Durable canvas covers which do a terrific job protecting and preserving BSA handbooks are available for purchase at the council Scout Shop.

- ✓ An official Scout uniform
- ✓ Required troop dues and/or event fees
- ✓ An Activity Consent Form and Approval by Parents or Legal Guardians (available at [www.bsatroop132.com](http://www.bsatroop132.com)) signed by a parent or guardian for every outing

### **5.1 Patrol Meetings**

In addition to weekly troop meetings, there will be patrol meetings. The troop's patrols are responsible for setting the agendas and conducting these meetings. Patrol meetings are important planning activities and are crucial to the operation of the troop program. The adult advisor for each patrol is expected to attend all patrol meetings or find a substitute to properly advise the patrol. Prior telephone contact should be made with the Patrol Advisor by the Patrol Leader to establish the agenda for the meeting. The Scouts should conduct the patrol meeting...with the adult present only in an advisory capacity.

### **5.2 Patrol Corners**

As part of each week's troop meeting, "patrol corners" are established to cover any patrol business which is pertinent to current or future activities such as campouts, outings, dues collection, attendance, work assignments, and food costs. However, patrol corners are very brief and should not be used as a substitute for regular patrol meetings.

## **6. Inspection**

Following the opening ceremony at each weekly meeting, a troop inspection is conducted. The inspection is intended to encourage the Scouts to "Be Prepared." When wearing the official Troop 132 uniform correctly the Scout will have these items:

- 👉 Scout hat (Non-Scouting hats may not be worn with the uniform.)
- 👉 Scout shirt with all proper patches positioned correctly
- 👉 Troop 132 neckerchief
- 👉 Scout pants
- 👉 Scouting belt
- 👉 Scout socks (long or short style)
- 👉 BSA membership card (on person)
- 👉 *Boy Scout Handbook*
- 👉 notebook with pen or pencil

## **7. Scouting Costs**

Operating a troop and providing the Scouts with equipment, food, a full program, recognition and awards entails considerable costs. The troop is a non-profit organization and tries to minimize expenses while providing funds adequate to maintain financial health. The troop treasurer and committee control all troop funds and cash flow.

**Scouts not in good standing because of dues or overdue fundraising monies owed to the troop will not be permitted to participate in any activities until all dues and funds are paid.**

Some typical costs associated with Scouting throughout the year are listed below. Scout uniform costs are not included.

### **7.1 Troop Recharter**

Every December, the troop renews its charter and pays a registration fee for the troop and each Scout and Scouter. There is no registration fee owed to the troop by a Scout as part of rechartering if the Scout is active and helps with troop fundraisers as described below. **No Scout's BSA registration with the troop will be renewed during rechartering if he has not paid his troop dues.** A Scout cannot advance in rank or attend any Scouting activities **unless** he is registered with the Boy Scouts of America.

### **7.2 Fee Payment upon Registering with the Troop**

Whenever a boy registers with the troop for the first time, he must pay a \$20.00 fee. This fee must be paid regardless of the time of year.

### **7.3 Annual Dues**

Annual troop dues are \$60.00. Dues must be paid within a period ranging from September (the beginning of the troop's program year) through the last Wednesday in November. Annual dues for families with multiple Scouts in the troop are \$60.00 for the first Scout and \$45.00 for each additional Scout. As mentioned above, no Scout who owes troop dues will be registered as a member of the BSA by the troop during its December rechartering process.

Troop dues cover a Scout's annual national registration fees and a year's subscription to *Boy's Life* magazine. Dues also help defray the cost of awards and patches. Additionally, if paid or earned by the Scout, dues help instill a sense of responsibility and money management. Dues may be paid using funds from a Scout's Scout Account (see section 7.8 below).

### **7.4 Camping Trips**

The typical fee for most outings is \$22.00. The fee for each trip can vary based on location, duration and facility fees.

### **7.5 Summer Camp**

Summer Camp costs are based upon the prevailing council camp fees. This cost can be significantly offset with funds from the Scout Accounts (see section 7.8 below).

### **7.6 SME/FOS**

Sustaining Membership Enrollment (SME) and Friends of Scouting (FOS) are Boy Scouts of America fundraising programs coordinated by the NEPA Council - BSA to help support the area Scouting program.

## **7.7 Fundraisers**

The funding generated by having Scouts pay dues pays only a portion of the expense of operating the troop. The troop raises additional funding by holding one or two major fundraising activities annually. The Scouts and their parents are expected to participate in troop fundraising efforts. The funds earned through these efforts are deposited in the individual Scout Accounts maintained for the Scouts by the troop and the general troop account. A deposit in a Scout Account represents a percentage of the sales a Scout made during a fundraiser. A deposit in the troop general fund constitutes a portion of total sales for a fundraiser.

In addition to major fundraisers, the troop organizes a few small scale and quickly held fundraising activities throughout the year to raise income for deposit in the general troop account. This income is generally used to purchase troop equipment or to cover expenses when troop account funds are at low levels.

The troop is always looking for new and better ways of raising funds. Anyone associated with the troop who has fundraising ideas should bring them to the attention of the Scoutmaster.

## **7.8 Scout Accounts**

As described above, funds earned by Scouts through certain fundraising activities are credited to Scout Accounts. These accounts are primarily used to help offset Summer Camp expenses. Some of the Scouts have paid their entire Summer Camp expenses with funds deposited in their Scout Accounts. Additionally, if approved by the troop committee, these funds may be used for uniform and equipment (backpacks, boots, sleeping bags, etc.) purchases. Once approval for a uniform or equipment purchase is obtained, the troop will reimburse the Scout for the purchase upon presentation of a receipt. Checks will not be drawn ahead of time unless special arrangements have been made. At the end of every Scouting year (June), these accounts will be evaluated for renewal. If a Scout is and has been active for the entire Scout year, all funds in his account will be carried over to the next Scouting year. If a Scout has not been active, his account will be closed and all remaining funds will be added to the troop's account.

Deposit accounts will also be maintained for adult leaders who participate in fundraising activities. All procedures, qualifications and activity guidelines for Scout Accounts apply to accounts for adult leaders.

## **7.9 Damaged Troop Equipment**

If troop or patrol equipment is damaged above and beyond "normal wear and tear," the troop committee may hold the involved Scouts and Scouters accountable for replacing the damaged equipment. Please take note of the equipment sign out policies listed in this guidebook (see section **13** below).

## **8. Behavior and Discipline**

It is not the responsibility of the adult leadership of Troop 132 to deal with persistent disciplinary problems. Scouts are to live by the *Scout Oath* and *Scout*

*Law* at all Scouting activities...and in their everyday lives. Behavior which is not in keeping with Scouting values and regulations will result in the removal of the offending Scout from any activity, regardless of its location, by his parents, guardians or their designees. In such a situation, the Scout is not allowed to return to any activity with the troop until a Scoutmaster conference has been held with the Scout and his parents or guardians. The goal of the Scoutmaster conference is to ensure that the Scout and his parents or guardians clearly understand what behavior led to the Scout's removal from the Scouting activity and the expectations for improved behavior in the future.

Troop 132 uses a "Red Sticker" system when dealing with behavioral problems. Each sticker lists the reason(s) it is being issued and is signed by two adult leaders. A Scout receives one half of a "Red-Sticker" at a Scouting function for not living up to the *Scout Oath* and *Scout Law*.

A Scout will receive a full "Red Sticker" if he is responsible for any of the following behaviors:

- Smoking or other use of tobacco products (see Note 1 *below*).
- Involvement in any way with alcoholic beverages.
- Involvement in any way with illegal drugs.
- Touching any item, including a hat, which belongs to another individual without first obtaining permission from the owner to touch the item.
- Touching, slapping, punching, kicking, stomping on a foot, shoving, wrestling with, pulling down pants of or spitting upon another person. Exceptions are: the Scout handshake or a pat on the back for a job well done.
- Harassing another person or hazing (abusive and/or humiliating behavior at the expense of someone else).
- Improper language such as racial or ethnic slurs, swearing, vulgarities, and the "F BOMB."

If a Scout obtains two halves of a "*Red-Sticker*" within 30 days or a full "Red Sticker" at any Scouting function (*e.g.* a day or week long event or weekly troop meeting), he must call his parents or guardians and arrange for them to remove him from the outing or meeting. If the parents or guardians are not available, their designee will be phoned to arrange the Scout's removal (see Note 2 *below*). Following the Scout's removal, a letter will be sent to the parents or guardians stating that the Scout will not be permitted to attend any Scout function until a conference with the Scoutmaster has remedied the situation. If a Scout is sent home from an activity, any funds paid in conjunction with it will be forfeited.

Full "Red-Sticker" consequences (parental notice and removal of a Scout) are immediate regardless of the location of the involved Scouting activity or the time of day or night.

A Troop 132 Scout who receives either two full “Red-Stickers” or four halves within a 30-day period will be placed on probation and must attend a Scoutmaster Conference before returning to the troop. When the Scout returns to the troop, he must bring a parent or guardian to monitor him at the next four troop meetings and outings he attends. If the Scout receives a full “Red-Sticker” again, (a full “Red-Sticker” or two halves at any subsequent Scouting event), he will be considered a chronic disciplinary problem. Chronic disciplinary problems will be directed to the troop committee chairman for immediate committee action. Committee action might include additional probation, suspension or expulsion of the Scout from Troop 132 in consultation with the appropriate NEPA Council-BSA executive staff.

Note 1: The use of tobacco products or alcoholic beverages by adults during Scouting activities is forbidden.

Note 2: Parents or guardians must provide the troop adult leaders with an alternative telephone number(s) to call in case they cannot be reached during an emergency involving their son.

## **9. Medical Forms and Medications**

Each Scout must have a current BSA medical form on file with the troop. These forms are brought to all troop activities and referenced in a medical emergency. Although the forms do not require a physician’s signature, a physician will sign the form if he or she exams a Scout. Having such an exam is recommended when completing the form for filing with the troop since the exam fulfills a requirement for attending summer camp. A BSA medical form can be obtained by contacting any troop adult leader.

### **9.1 Prescription Medications**

The troop prohibits Scouts from having on their persons or storing any prescription medication in their personal gear. If a Scout will require prescription medication on a troop outing, he must have his parent or guardian complete a prescription medication form prior to the outing. This form provides dosage, use, and side effects information for the medication along with emergency contacts. It must be given to the adult leader in charge of the outing along with the medication (in its original container). The medication should be in its original container.

### **9.2 Over the Counter Medications**

A Scout may not possess over the counter medication on a troop outing. Parents or guardians, who approve of their Scout having access to such medication on an outing, must provide the adult leader in charge with written notice of such approval along with the medication.

## **10. Attendance (Being Active)**

The Boy Scouts of America is an organization that fosters participation. Scouts are expected to attend and participate in as many Scouting activities as possible. This includes indoor and outdoor events, meetings, campouts, hikes, etc. Without regular participation, a Scout is not benefiting from the program as an active member of the troop. In order to be considered active, a Scout must be registered with the troop (current registration fees have been paid), not dismissed from the troop for disciplinary reasons, and engaged with the unit leadership on a regular basis (informed of troop activities through the Scoutmaster conference or personal contact, etc.). The policy for evaluating a Scout's active status with the troop is strictly upheld.

On occasion, a Scout is absent from a troop meeting or activity for good cause and is allowed to seek an excused absence. An excused absence must be requested by the involved Scout through the Scoutmaster and approved by the troop committee. It should be sought in advance, preferably within a week of the absence.

### **10.1 Camping/Activity Attendance**

Attendance on weekend camping trips and other activities is recorded by the troop. Although attendance on all camping trips is not mandatory, camping and service time are required for rank advancement. Please note that a Scout is recorded for full attendance on a camping trip only if he is present for the duration of the trip. This includes teardown of the campsite and unloading of troop equipment at Maple Lake United Methodist Church upon returning from the trip.

## **11. Advancement**

As it administers the Boy Scout advancement program, Troop 132 strives to give its Scouts the chance to achieve the three aims of Scouting: development of good citizenship, growth in moral strength and character, and development of mental and physical fitness. When the troop presents a badge or certificate of rank to a Scout it is underscoring that the Scout has:

- Been an active participant in the troop and his patrol.
- Lived the Scout Oath and Scout Law in his daily life.
- Met the other requirements and/or earned the merit badges for the rank.
- Participated in a Scoutmaster conference.
- Successfully appeared before a board of review.

Star, Life, and Eagle badges indicate that the Scout has:

- Served in a troop leadership position.
- Performed service to others.

### **11.1 Testing Procedures**

When a Scout is ready to be tested on knowledge or skills required for advancement (preferably at least one week after the initial learning experience), the troop will arrange for testing by the Scout's patrol leader, Scoutmaster, Assistant Scoutmaster, a troop committee member or other member of the troop designated by the Scoutmaster. A Scout may not use his Boy Scout Handbook while being tested and can be retested at a later date if he is not successful. A Scout is not tested in the immediate presence of other Scouts.

### **11.2 Signing Off on Completion of Requirements**

Only the following troop members may sign off on (validate) completed advancement requirements by initialing and dating the appropriate rank requirement sections of the Scout's *Boy Scout Handbook*:

- ✍ the Scoutmaster
- ✍ an assistant Scoutmaster
- ✍ a committee member
- ✍ the Scoutmaster's designee for the requirement

In order to avoid the appearance of impropriety, troop leaders will not normally sign off rank requirements for their own sons. Infrequent exceptions may be made in the case of a leader who is teaching skills to several Scouts at once at a patrol or troop meeting or other Scouting function, but every effort should be made to have another leader sign off the instructing leader's son(s) if possible.

### **11.3 The Scoutmaster Conference**

When a Scout has fulfilled all his other requirements for a rank, he arranges for and participates in the Scoutmaster conference. This is the final check of all requirements being met before the Board of Review is held. The conference is usually held during a normal meeting night or on a campout.

### **11.4 The Board of Review**

After a Scout participates in a Scoutmaster conference, he will receive a board of review for each rank. The review is not an examination during which the board retests the Scout on what he learned in fulfilling rank requirements. Instead, the board seeks to determine the Scout's attitude about and acceptance of Scouting's ideals. The board makes certain that the Scout is applying good standards in all areas of his life. A discussion of the *Scout Oath* and *Scout Law* is proper during a review as the board checks to see if the Scout understands the value of Scouting in his home, unit, school, and community. The board attempts to ensure that a Scout has a plan for continued advancement and understands how the troop can support him in his ongoing Scouting venture. Finally, the board gives the Scout the chance to speak about how well he feels he is doing as a Scout in the troop and to offer any suggestions he may have for improving the troop.

Boards of review are conducted on the third Wednesday of each month or as otherwise scheduled by the troop board of review coordinator. Each Scout wishing to schedule a board of review must do so at least a week before it is to be held.

Board of review members are Scout parents and troop committee members. The assistance parents provide by serving on boards is greatly appreciated. All parents are encouraged to assist the troop by participating on boards of review.

Any questions dealing with advancement should be directed to:

- ✍ the troop advancement chairman
- ✍ the Scoutmaster
- ✍ the troop committee chairman

In order to avoid the appearance of impropriety, troop leaders will not normally sign off rank requirements for their own sons. Infrequent exceptions may be made in the case of a leader who is teaching skills to several Scouts at once at a patrol or troop meeting or other Scouting function, but every effort should be made to have another leader sign off the instructing leader's son if possible.

It is extremely important for a Scout to make sure all sign off initials are legible and dated in the mm/dd/yy format in the rank advancement records section of his *Boy Scout Handbook*.

### **11.5 BSA Joining Requirements (Awarding of the Scout Badge)**

A boy can join the Boy Scouts of America and be awarded the Scout Badge upon meeting the following requirements:

- ✓ Meet the age requirements. Be a boy who is 11 years old, or one who has completed the fifth grade or earned the Arrow of Light Award and is at least 10 years old, but is not yet 18 years old.
- ✓ Complete a Boy Scout application and health history signed by a parent or guardian.
- ✓ Repeat the Pledge of Allegiance.
- ✓ Demonstrate the Scout sign, salute, and handshake.
- ✓ Demonstrate tying the square knot (a joining knot).
- ✓ Understand and agree to live by the Scout Oath or Promise, Law, motto, and slogan, and the Outdoor Code.
- ✓ Describe the Scout badge.

- ✓ Complete the pamphlet exercises. With a parent or guardian, complete the exercises in the pamphlet *How to Protect Your Children From Child Abuse: A Parent's Guide*.
- ✓ Participate in a Scoutmaster conference. Turn in a Boy Scout application and health history form signed by a parent or guardian, then participate in a Scoutmaster conference.

The Scoutmaster and others in the troop he designates will instruct and test the boys joining the troop in preparing them for the awarding of the Scout badge. After being awarded the Scout badge, the Scout is allowed to wear it on his uniform.

### **11.6 Rank Advancement Record Keeping**

A Scout's advancement records are kept in three places...the NEPA Council - BSA registrar's office, the troop advancement records, and the Scout's personal advancement records. A Scout receives three kinds of documents that he needs to keep in a safe place. These documents are: his Boy Scout Handbook with requirements signed off, his portion of completed blue merit badge cards, and the wallet sized certificate cards for rank advancement and merit badge completion. A Scout should make sure all of these documents are signed (or initialed) and dated by the appropriate Scout leader (and merit badge counselor). All of the cards are the same size and can be safely kept in plastic protector pages (available at Wal-Mart, Staples, etc.) which are designed for baseball and other sports cards. **IT IS VERY IMPORTANT FOR A SCOUT TO KEEP THESE DOCUMENTS IN A SAFE PLACE AND NOT LOSE THEM!!!** If a discrepancy or missing records concerns arise, his personal records are a Scout's most important ally in proving what he completed and when.

### **11.7 Achieving Rank**

Achieving rank is one of the most time honored traditions available to a Boy Scout. A Scout who advances through the ranks while demonstrating honor and respect for Scouting's traditions will learn much and enjoy all that Scouting can offer. Scouting advancement offers a Scout unparalleled opportunities for fun, adventure, and learning about and experiencing the wonder of the outdoors.

A Scout should use his resources (*Boy Scout Handbook*, troop leaders, and fellow Scouts) to set and achieve his rank advancement goals. The troop will do all it can to ensure that a Scout has fun and plans well on his way to achieving the rank of Eagle Scout. The troop's Scouts are reminded that Scouting advancement "Is fun with a purpose!"

## **12. "Totin' Chip" and "Firem'n Chit"**

Since new Scouts are anxious to use their knives and build campfires, the "Totin' Chip" and "Firem'n Chit" cards should be earned soon after joining the troop. Earning the cards will be helpful in meeting future requirements. Only a trained,

qualified assistant Scoutmaster can work with a Scout as he fulfills the requirements for these cards.

Note: Knives and matches are not to be used by any Scout prior to earning these cards. Their use will result in immediate confiscation. Unsafe use of knives, saws, axes, or fire will result in loss of privileges to use such resources for a period of three months and require retesting.

For safety reasons, Troop 132 adheres to the following standards for ax and knife use:

- ✎ Sheath knives and any knives with blades larger than the palm of a Scout's hand are not allowed at any time.
- ✎ Lockback knives are recommended.
- ✎ Unless otherwise specified, all ax use is restricted to hand axes, not  $\frac{3}{4}$  or full-size axes.
- ✎ Butane or any types of lighters are not allowed.

## 13. Troop Equipment

The troop owns and will supply Scouts and patrols with necessary camping equipment such as tents, tarps, cook kits, stoves, saws, etc. Each patrol leader, or his patrol quartermaster, will request from the troop quartermaster (QM) the equipment the patrol needs for a campout. All equipment will be logged and signed out. It is the responsibility of the patrol to check the condition of the equipment prior to signing it out.

Upon the return of equipment, the QM will inspect all returned equipment to ensure that it is in the same or better condition than when it was checked out. Patrol members will be responsible for any equipment found damaged or missing upon check in. The QM should report damaged or missing items to the adult QM or Scoutmaster as soon as it is noticed for discussion on what action should be taken.

Scouts and their parents or guardians will be held responsible for replacing or repairing items that are lost or damaged.

### 13.1 Tent Care

Tents hold moisture from rain, dew and breath of occupants. The troop often breaks down camp before the tents dry. If damp or wet tents are folded and stored for a long time, mildew will grow on them. This ruins the tents! To avoid mildew problems, it is very important that Scouts take damp or wet tents home and dry them out after camping trips. The troop purchases tents for the use of Scouts on campouts. They must be treated with care so they will last many years. Damages to the tents are the responsibility of the Scouts using them at the time. A Scout must sign out a tent he borrows from the troop and will be expected to make restitution for any tent damage (or loss) incurred while he is using it.

### 13.2 **Packing for Camp**

Scouts should pack their own equipment when camping. Giving Scouts this responsibility has many benefits. It not only instills a feeling of pride and ownership in a Scout regarding his gear, but also ensures that he knows what he has packed and where it is located...definitely a plus when trying to find that raingear or flashlight in a hurry. Also, part of Scouting is learning what, how, and how much to pack when camping: a method of learning is “doing.” There is a list of suggested camping gear in the *Boy Scout Handbook*. Some of this gear is brought on every trip while some trips will require other equipment. Parents are encouraged to check out what their son has packed especially if the Scout does not have much camping experience; this is a great way to help the Scout bring everything he will need on a camping trip. It should be noted that the troop might hold instruction sessions when going on a trip which may involve special packing methods and/or specific equipment. Finally, new Scouts in the troop may be required to bring their full packs to the troop meeting prior to the trip so that their equipment and packing style can be inspected and approved.

## 14. **Transportation**

The troop travels to most activities in the cars and vans of parents. Parents are asked to help transport the troop whenever *possible*. There are lots of places to explore, but our Scouts can't get there without the help of parents.

The troop departs from and returns to Maple Lake United Methodist Church, unless otherwise instructed. The troop departs promptly at the times announced. Scouts should arrive at least ten minutes early. Completed parental permission slips (Activity Consent Form and Approved By Parents or Legal Guardians form- available at [www.bsatroop132.com](http://www.bsatroop132.com)) and up to date medical forms are required before any Scouts may leave for an outing.

The troop will return at the approximate time announced. Parents or guardians will be notified by telephone of any significant delays in return times. **Upon returning, each troop member must assist in storing the troop's gear in the church supply room.** Everyone needs to do his or her share of the work.

In accordance with BSA policy, Scouts under 18 can drive to BSA activities only under the following conditions:

- ✓ Six months driving experience as a licensed driver (time on a learner's permit excluded).
- ✓ No records of accidents or moving violations.
- ✓ The driver has received permission from his parents or guardians to drive. Such permission must approve the number of riders and be given to the Scoutmaster.

- ✓ Tour leader is an adult at least twenty-one years old.

Additionally, the troop prohibits drivers under the age of twenty-one to transport anyone under the age of eighteen unless they are family members or the driver's and passengers' parents or guardians have given written permission for the passengers to ride with the driver. Finally, all occupants must wear seat belts when traveling to any Scouting activity and no one may ride in the rear deck of a station wagon or the bed of a pickup truck.

## **15. Positions of Leadership**

All Scouts are expected to fill leadership positions during their time with the troop. These positions vary in duties and responsibilities while playing a major role in helping Scouts develop valuable leadership skills. Possessing such skills allows the Scouts to effectively manage the operations of their troop. It is a privilege to hold a troop leadership position. At any time, the Scoutmaster or a two-thirds vote of the patrol leaders' council (PLC) can remove a Scout from his leadership position for lack of acceptable performance.

Below are Troop 132's qualifications for junior leader positions. Additional positions of leadership may be approved and assigned by the Scoutmaster and the troop committee.

### **15.1 Senior Patrol Leader (SPL)**

- ✓ Must be Life rank or above.
- ✓ Must have previously held a position of leadership within a troop.
- ✓ Must have the Scoutmaster's consent.
- ✓ Must have parents' or guardians' consent.
- ✓ Must prepare and present his platform prior to the election.
- ✓ Must win election by a majority (50%) of voting members present at the time of election; if no majority is reached, the two top candidates will compete in a second election with the runner-up becoming an assistant senior patrol leader.
- ✓ The SPL may not hold any other positions in the troop during his time in office.
- ✓ The new SPL will take office as soon as possible after the starting date.
- ✓ The SPL may be removed from office by a two-thirds vote of the patrol leaders' council or by the Scoutmaster.

### **15.2 Assistant Senior Patrol Leader (ASPL)**

- ✓ The runner-up from the SPL election will be the designated ASPL.

- ✓ All candidates must therefore have the same qualifications as those required for SPL.
- ✓ If there are more than two candidates for ASPL, their term of office will be divided by the patrol leaders' council.
- ✓ The ASP may be removed by a two-thirds majority vote of the PLC or the Scoutmaster.

### **15.3 Patrol Leader (PL)**

- ✓ All candidates must be active members of their patrol.
- ✓ All candidates must win by a majority (50%) of the members present in their patrol; if no majority is reached, the two top candidates will compete in a second election with the runner up becoming an assistant patrol leader.

### **15.4 Assistant Patrol Leader (APL)**

- ✓ All candidates must be active members of their patrol.
- ✓ The APL is appointed by the PL with the consent of the patrol's assistant Scoutmaster.

### **15.5 Troop Junior Guides**

#### ***Troop Guide***

#### ***Troop Instructor***

- ✓ All candidates for these positions must be at least First Class rank.
- ✓ These positions are appointed by the Scoutmaster.

### **15.6 Troop Junior Leadership**

#### ***Junior Assistant Scoutmaster (JASM)***

#### ***Troop Scribe***

#### ***Troop Librarian***

#### ***Troop Historian***

#### ***Troop Quartermaster (QM)***

#### ***Chaplain Aide***

#### ***Troop Bugler***

#### ***Order of the Arrow Troop Representative***

#### ***Den Chief***

#### ***Troop Webmaster***

#### ***Leave No Trace Trainer***

- ✓ All of these positions are appointed by the Scoutmaster and troop committee.

**15.7 Patrol Junior Leadership**

**Patrol Scribe**

**Patrol Quartermaster**

**Patrol Grubmaster**

**Patrol Cheermaster**

- ✓ These patrol positions are appointed by the patrol leader with the consent of the patrol’s assistant Scoutmaster.
- ✓ These positions do not count towards advancement.
- ✓ Appointed Scouts must be active members of their patrols.

Additional positions of leadership may be assigned and approved by the Scoutmaster and troop committee.

**15.8 Current Troop Adult Leadership**

Committee Chairman.....Chris Czachor  
 Scoutmaster.....Thomas Strubert  
 Charter Organization Representative.....Robert Lohnes  
 Advancement Chairman.....Shawn Corcoran  
 Troop Treasurer.....Nunzio Lamberti

**16. Troop Organization**

**Troop Committee**

Committee Chairman  
Committee Members

**Adult Leadership**

Scoutmaster  
Assistant Scoutmasters  
ASM New Scout Patrol

**Troop Leadership**

Junior Assistant Scoutmaster  
Senior Patrol Leader \*  
Assistant Senior Patrol Leader \*  
Troop Guide \*  
Patrol Leader \*  
Assistant Patrol Leader  
Instructor  
Quartermaster

Scribe  
Librarian  
Historian  
Chaplain Aide  
Den Chief  
Bugler  
Order of the Arrow Troop Representative  
Webmaster  
Leave No Trace Trainer

\*Member of the Patrol Leaders' Council (PLC).

## **17. Troop 132 Parental Involvement**

Parental involvement with Troop 132 is strongly encouraged. Parents who participate in the life of the troop and offer help when the troop has a need will show their sons that they support them and want them to have the best possible Scouting experiences.

### **17.1 *Becoming a Troop 132 Adult Leader***

Each parent is invited to join the troop as an adult leader. Becoming an adult leader requires a parent to register as a volunteer with the Boy Scouts of America by completing an application process and receiving some required training. The Scoutmaster can explain the details of the application and training process.

### **17.2 *Parental Support in Keeping the Troop Strong***

Troop 132 Scouts will be successful in Scouting depending in part on the success of the troop. Parents can help keep the troop strong and well functioning as follows:

- Serving on the Troop Committee.
- Providing transportation for outings.
- Helping organize and participating in troop camping trips.  
(Parents are encouraged to camp with the troop, both to lend a helping hand and to get a firsthand glimpse of how the adult leadership guides the troop. Adults eat as a group and the troop can supply a tent if needed.)
- Helping maintain troop equipment.
- Serving as a merit badge counselor in a hobby or career field.
- Reading the *Boy Scout Handbook* and understanding the purpose and methods of Scouting.
- Actively following their Scouts' progress (or lack thereof) and offering encouragement and a push when needed.

- Showing support to their Scouts and the troop by attending all Troop Courts of Honor.
- Assisting, as requested, in all troop fundraisers and other activities designed to lower the cost of the program offered to the Scouts.
- Being aware of the ongoing troop program and annual calendar.
- Ensuring that their Scouts attend all meetings in uniform and with the *Boy Scout Handbook*.

Parents seeking more information on how to become involved with the Troop 132 Scouting program should contact the Scoutmaster.

## 18. Introduction to Merit Badges

*(Source of most of this text:*

*<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/MeritBadges.aspx>)*

You can learn about sports, crafts, science, trades, business, and future careers as you earn merit badges. There are more than 100 merit badges. Any Boy Scout may earn any merit badge at any time. You don't need rank advancement to be eligible.

Merit badges are earned by following these steps:

- ✓ **Pick a Subject.** Talk to your Scoutmaster or another troop adult leader about your interests. Read the requirements of the merit badges (they can be found online at the “source” website link listed above) you think might interest you. Pick one to earn. Your Scoutmaster or other adult leader will help you find a counselor for the badge. This counselor will have special knowledge about the merit badge subject and will be interested in helping you.
- ✓ **Scout Buddy System.** *You must have another person with you at each meeting with the merit badge counselor unless the meeting is held in full view of members of the troop.* This person can be another Scout, your parent or guardian, a brother or sister or other relative, or a friend.
- ✓ **Call the Counselor.** Get a signed merit badge application from your Scoutmaster. Get in touch with the merit badge counselor and tell him or her that you want to earn the merit badge. The counselor may ask to meet you to explain what is expected of you and to start helping you meet the requirements. You should also discuss work that you have already started or possibly completed.

- ✓ **Unless otherwise specified, work for a requirement can be started at any time.** Ask your counselor to help you learn the things you need to know or do. You should read the merit badge pamphlet on the subject. Many troops and school or public libraries have these pamphlets.
- ✓ **Show Your Stuff.** When you are ready, call the counselor again to make an appointment to meet the requirements. When you go take along the things you have made to meet the requirements. If they are too big to move, take pictures or have an adult tell in writing what you have done. The counselor will ask you to do each requirement to make sure that you know your stuff and have done or can do the things required.
- ✓ **Get the Badge.** When the counselor is satisfied that you have met each requirement, he or she will sign your application. Give the signed application to your Scoutmaster so that your merit badge emblem can be secured for you.

*The current Boy Scout Requirements book, which lists the requirements for all merit badges, is available from your local Scouting merchandise distributor. The Northeastern PA Council - Boy Scouts of America Scout Shop is the primary distributor of Scouting merchandise in our area. It may also be ordered online at [www.scouting.org](http://www.scouting.org). Requirements for the Astronomy, Horsemanship, and Nuclear Science merit badge have extensive changes. Those with minor revisions include Archery (5, options A[f]2 and B[f]2) and Sports (2). Geocaching, Inventing, and Scouting Heritage are new merit badges. The requirements in the 2011 Boy Scout Requirements book are correct and official.*

- ✓ **Requirements.** You are expected to meet the requirements as they are stated—no more and no less. You are expected to do exactly what is stated in the requirements. If it says "show or demonstrate," that is what you must do. Just telling about it isn't enough. The same thing holds true for such words as "make," "list," "in the field," and "collect," "identify," and "label."

The requirements listed at [www.scouting.org](http://www.scouting.org) are the official requirements of the Boy Scouts of America. However, the requirements presented at [www.scouting.org](http://www.scouting.org) might not match those in the *Boy Scout Handbook* and the merit badge pamphlets, because these requirements are updated only when the *Boy Scout Requirements* book is updated. The only significant difference is that as new merit badges are introduced, the requirements are posted at [www.scouting.org](http://www.scouting.org). If you have already started working on a merit badge when a new edition of the pamphlet is introduced, *you should continue to use the same merit badge pamphlet and fulfill the*

*requirements therein to earn the badge. You need not start all over again with the new pamphlet and possibly revised requirements.*

## **19. Becoming a Merit Badge Counselor**

To become a merit badge counselor a person must be twenty-one years old and:

- ✓ Complete an NEPA Council BSA Merit Badge Counselor Information form and a BSA Adult Application and give these materials to the council registrar for processing.
- ✓ Do not counsel a Scout for a merit badge unless you have been approved by the district as a counselor for the badge.
- ✓ If approved by the district as a merit badge counselor, complete Youth Protection training. It is available online at [www.scouting.org](http://www.scouting.org) or contact the council Scout Service and Training Center (SSTC) at (570)-207-1227 to register for Youth Protection training periodically provided by the council.
- ✓ Read the “Guide for Merit Badge Counselors” found on [www.scouting.org](http://www.scouting.org) or [www.nepabsa.org](http://www.nepabsa.org) before counseling a Scout.

## **20. Scouting Stores**

### **20.1 Northeastern Pennsylvania Council Scout Shop**

#### **SCOUT SERVICE AND TRAINING CENTER**

---

1 Bob Mellow Drive Moosic, PA

Store Phone Number: (570) 207-1227, Ext. 222

Major Credit Cards Welcome - VISA, Master Card, American Express, and Discover

The perfect gift...GIFT CARDS for the Scout Shop or Goose Pond Trading Post, now available in any amount!

If you haven't been to the Scout Shop recently, you're going to be in for a big surprise! The staff has made a concerted effort to have a more complete inventory. More items than ever are being carried. They've worked very hard at trying to have the items you'll need in stock and available when you need them. And, if for some reason the Scout Shop is out of an item, it won't be very long before it's in. Inventory is replenished more frequently now and that means that the Scout Shop is more likely to have whatever you need. The Scout Shop's commitment to you is to have what you need, when you need it!

#### **SCOUT SHOP HOURS**

Regular Extended Hours

Mon., Wed., & Fri.- 10:00 am - 5:00 pm

Tues. & Thurs. - 10:00am - 7:00pm

Sat. - 10:00 am - 2:00 pm  
Sun. –CLOSED

---

## **20.2 National Boy Scouts of America Online Retail Store**

Contact: **Scoutstuff.org** - or - **(1-800-323-0736)**

If you are looking for an online store where you can buy tents, sleeping bags, and more stuff, then visit **Scoutstuff.org**. This online retail store is considered the Amazon.com for Scouting merchandise. It offers offers pretty much anything you would need to purchase as a Boy Scout...uniforms and insignia, as well as camping stuff like sleeping bags, tents, flashlights, and dutch ovens. This is a highly professional retail operation which works hard to please its Scouting customers.

## **21. Boy Scouting Publications**

### **21.1 Youth Publications**

These BSA informational resources are provided to assist you in your role as a troop member. The links listed below can be accessed on **scouting.org** as follows:  
<http://www.scouting.org/scoutsource/BoyScouts/Youth/Publications.aspx>

#### **Scouting Safely**

The Boy Scouts of America has nearly a century of experience conducting high-adventure outdoor activities in a manner that is safe for all participants. A wealth of resources and information are provided to enable adult leaders and youth to help us maintain our impeccable safety record.

#### **BSA Insignia Guide**

The BSA Insignia Guide presents detailed information to enable our members to wear the correct complete uniform on all suitable occasions.

#### **Boy Scout Requirements**

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The steps in the advancement system help Boy Scouts to grow in self-reliance and in their ability to help others.

#### **Uniform Inspection Sheet - Boy Scouts/Varsity Scouts**

Ensure that Scouts present themselves properly dressed in their uniforms.

#### **Boys' Life magazine**

Scouts read *Boys' Life* magazine. Look for the regular score of fiction, comics, jokes, Scouts in Action, Gifts and Gimmicks and more in the latest issue of *Boys' Life*!

#### **Wilderness Use Policy**

In order to minimize human impact on fragile ecosystems, the Boy Scouts of America emphasizes these practices for all troops, teams, and crews planning to use wilderness areas.

**Manual for Chaplain Aides and Chaplains**

This manual will help you discover the duties, responsibilities, and opportunities of chaplain service in Boy Scout troops.

**Guide to Safe Scouting**

The *Guide to Safe Scouting* can help you to plan your unit activities in a safe and prudent manner that's consistent with the policies of the BSA.

**Passport to High Adventure**

This guide is designed to help Scouts and adult leaders work together to plan and safely carry out high-adventure treks.

## **21.2 Adult Publications**

These helpful BSA resources and reference materials are available to help you support your troop or team. The links listed below can be accessed on **scouting.org** as follows:

<http://www.scouting.org/scoutsorce/BoyScouts/Adults/Publications.aspx>

**Scouting Safely**

The Boy Scouts of America has nearly a century of experience conducting high-adventure outdoor activities in a manner that is safe for all participants. A wealth of resources and information are provided to enable adult leaders and youth to help us maintain our impeccable safety record.

**BSA Insignia Guide**

The BSA Insignia Guide presents detailed information to enable our members to wear the correct complete uniform on all suitable occasions.

**Boy Scout Requirements**

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The steps in the advancement system help Boy Scouts to grow in self-reliance and in their ability to help others.

**Poison Ivy Treatment Brochures**

Zanfel Laboratories has offered to provide poison ivy treatment brochures to troops who would like to have them. The brochures appear to be helpful in identifying the particular plants and contain related information.

**Uniform Inspection Sheet**

Ensure that adult leaders and Scouts alike present themselves properly dressed in their uniforms.

**Wilderness Use Policy** 

In order to minimize human impact on fragile ecosystems, the Boy Scouts of America emphasizes these practices for all troops, teams, and crews planning to use wilderness areas.

**Best Ideas for Outdoor Programs**

Share your ideas for outdoor programs and view suggestions that others have submitted.

***Boys' Life magazine*** 

*Boys' Life* magazine helps make your Scouting program and your Scouts excel. Research shows that boys who subscribe to the magazine advance further, spend more time outdoors, and stay in Scouting longer than those who don't.

***The Language of Scouting***

The Language of Scouting provides information about the terms and style associated specifically with Scouting and grammar. Refer to this manual when preparing newsletters and other items to ensure consistent and correct use of Scouting terms.

***Council High-Adventure Directory***

The BSA high-adventure program directory lists council-operated high-adventure trekking programs to help units locate high-adventure programs across the nation.

***The Building Blocks of Scouting***

This resource puts the building blocks of Scouting into perspective, and depicts some of the materials available that help make Scouting happen.

***Passport to High Adventure***

Designed to help older Scouts, with guidance from their adult leaders, to plan and safely carry out council and unit high-adventure treks

***Passport to High Adventure Training Outline***

This training outline teaches how Scouts can plan and safely carry out council and unit high-adventure treks using Leave No Trace techniques.

***Training the Chartered Organization Representative***

An orientation course designed to familiarize Chartered Organization Representatives with Scouting's purpose, mission, structure, programs, and more.

***Guide to Safe Scouting***

The purpose of the *Guide to Safe Scouting* is to prepare adult leaders to conduct Scouting activities in a safe and prudent manner.

***Climb on Safely***

Climb On Safely is the Boy Scouts of America's recommended procedure for organizing BSA climbing/rappelling activities.

***The Principles of Leave No Trace***

Leave No Trace is an awareness of our impact on the environment that teaches us to respect the rights of other users of the outdoors as well as future generations.

***Fact Sheets***

Fact Sheets provide detailed and up-to-date information about every aspect of Scouting: our programs, awards, history, practices, and more.

***Troop Program Resources*** 

This companion piece for the Scoutmaster Handbook contains resources, forms, and ideas for providing a dynamic program for Scouts. These three volumes are a complete guide to troop program planning. Each volume features 12 months of program helps.

## **22. Training Opportunities (Council and National)**

There are many training opportunities for youth and adults involved with Scouting. Many training programs can be completed online at the BSA website: [www.scouting.org](http://www.scouting.org). The council publishes an annual training program schedule which is available on the council website: [www.nepabsa.org](http://www.nepabsa.org).

### **22.1 Training for Youth**

#### **Great Medicine (Generally held late April & early May.)**

Great Medicine, the National Youth Leadership Training Conference, is a two-weekend (formerly week-long) training for youth leaders developed by the Boy Scouts of America and offered by the Northeastern Pennsylvania Council. The conference is an exciting, action-packed program designed to provide youth with 21st century leadership skills and experiences they can use in their home troops and in other situations demanding leadership of self and others. Scoutmasters are encouraged to provide opportunities within the troop for application and use of the leadership training learned at the conference so that the Scout applies the skills he's learned during the conference. Great Medicine is conducted by a staff of top-level, volunteer Scouts and Scouters selected by the Council Training Committee. Due to course dynamics, full attendance at both weekends is required for completion.

#### **Great Expectations (Generally held in November.)**

Great Expectations is a special one day training course designed here in Northeastern Pennsylvania for Boy Scout Youth Leaders. The course is designed to provide Scouts with a more in-depth training experience than their troop training offers by providing supplemental leadership skill sessions. All Scouts holding leadership positions in their troops are strongly encouraged to attend. One major advantage to this course is that participants will meet youth and adult leaders from other troops in the council and will be able to share valuable ideas and insights as well as build Scouting friendships. The course trainers are youth and adults from throughout the council. Scouts may register individually or with their troops to attend this event. All Scouts and Scouters are welcome.

#### **Den Chief Training (Generally offered by the council twice a year in November and January.)**

##### ***Den Chief Training is also offered online at [www.scouting.org](http://www.scouting.org)***

Boy Scouts wishing to become den chiefs will take this online course as part of their training to become a den chief. The module identifies den chief responsibilities and tasks, and describes the den chief's relationship to the adult den leaders and how that relates to the den chief's activities with the den. After finishing the online training, den chief candidates print their certificate of completion and undergo further training with their adult den leaders. *Estimated time to complete: 45 minutes.*

## 22.2 **Training for Adults**

### ***Youth Protection (Available online at [www.scouting.org](http://www.scouting.org))***

The BSA places the greatest importance on creating the most secure environment possible for our youth members. All Cub Scout and Boy Scout adult volunteers should take this course. It covers the BSA's Youth Protection policies, kinds of abuse, signs of abuse, how to respond to disclosure of abuse, and proper reporting procedures. It does so by taking you through situations that require choices and produce consequences. Successful completion of this course requires an 80 percent or higher score on the test administered at the end of instruction.

If you take this test as a registered member of the BSA and designate your local council, your completion will be reported back to your council to adjust your training records. You'll also be offered a certificate of completion. Youth Protection training must be completed every two years by registered members of the BSA.

### ***Fast Start (Available online at [www.scouting.org](http://www.scouting.org))***

This is the first step to take for any volunteer new to Boy Scouting. This course should be taken before beginning youth activities. You'll learn the aims and purposes of the Boy Scouts of America's core program, then zero in on the job. You'll cover the seven parts of the troop meeting, the troop committee, outdoor program, and other basic concepts of Scouting, all in one short online experience. It's the best way for someone new to the program to quickly grasp how troop Scouting works and where additional resources can be found.

This program typically takes no more than an hour to complete. Those taking it for credit in local council records must provide their official BSA registration number as part of the user profile.

### ***"This is Scouting" (Available online at [www.scouting.org](http://www.scouting.org))***

This Is Scouting provides an overview of the Scouting organization, including history, values, programs, Youth Protection, community involvement, and training. The module consists of six video sections, each followed by a brief quiz. *Estimated time to complete: 50 minutes.*

### ***Troop Committee Challenge (Available online at [www.scouting.org](http://www.scouting.org))***

Available both as an instructor-led course and online, this course focuses on the core beliefs, aims, and methods of Scouting. It specifically helps each committee member learn and identify his or her role and responsibilities in support of the unit in order to provide a quality troop experience for the Scouts. *Estimated time to complete: 45 minutes.*

**Hazardous Weather (Available online at [www.scouting.org](http://www.scouting.org))**

Hazardous Weather training must be completed prior to requesting a tour permit from the BSA. The module presents safety precautions for eight different types of weather, as well as planning, preparation, and traditional weather signs. You will answer questions about the topics after each section. Completion is noted automatically in the BSA training records database if the module is experienced online. *Estimated time to complete: 40 minutes.*

**Wood Badge Course (Check with the NEPA Council Scout Service and Training Center Staff for Course Dates/Locations)**

There are two parts to Wood Badge in the Boy Scouts of America, the practical part and the application period. Both must be completed to receive the Wood Badge – two wooden beads to be worn around the neck on a leather thong. The practical part is a two-weekend experience to demonstrate as practically as possible the aims and methods of Scouting. The course is a multifaceted presentation of leadership skills, organizational tools, and participatory activities based on the best Scouting traditions and the latest in team development theory. In addition, participants will enjoy the fellowship of learning along side many other Scouters, and along the way will have a great deal of fun.

The application part of Wood Badge is a period of up to 18-month during which the participants practice and demonstrate a working knowledge of the leadership principles presented during the course. This is accomplished by the use of the Wood Badge “ticket”, which represents the participant’s commitment to complete a set of personal goals related to their Scouting position. These goals will significantly strengthen the program in which the participant is involved.

Throughout the period of application, each participant is assigned a counselor who serves as a resource, an evaluator and a Scouting friend. When the counselor and the participant determine that the new skills are understood and can be applied to their Scouting position, a recommendation is made for the Wood Badge to be awarded.

**Great Expectations (Generally held in November.)**

A description of this course is provided above in the *Training for Youth* section. The course is listed here because it is open not only to Scouts, but also Unit leaders. The course offers a specialized session for Scouters on troop and council sponsored youth leadership training. Scouters are encouraged to attend this course to gain insight into providing troop leadership training.

## **23. The Order of the Arrow (Scouting's National Honor Society)**

For more than 90 years, the Order of the Arrow (OA) has recognized Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives.

Arrowmen are known for maintaining camping traditions and spirit, promoting year-round and long term resident camping, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich and help to extend Scouting to America's youth.

### **23.1 Purpose**

The purpose of the OA is to:

- Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
- Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
- Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

### **23.2 Eligibility for Order of the Arrow Membership**

The Order of the Arrow membership requirements are:

- Be a registered member of the Boy Scouts of America.
- After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping. The balance of the camping must be overnight, weekend, or other short-term camps.
- Youth must be under the age of 21, hold the BSA First Class rank or higher, and following approval by the Scoutmaster or Varsity team Coach, be elected by the youth members of their troop or team.
- Adults (age 21 or older) who are registered in the BSA and meet the camping requirements may be selected following nomination to the lodge adult selection committee. Adult selection is based on their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition of service, including current or prior positions.
- 

**(Additional OA information is available on the national website: [www.oe-bsa.org/](http://www.oe-bsa.org/) and/or the council OA Lowwapanu Lodge 191 website: [www.lowwapanu.org/](http://www.lowwapanu.org/))**

## **24. Troop Guidebook Acknowledgement of Receipt and Pledge of Performance Form**

The Troop Guidebook clearly presents the policies and guidelines endorsed by the Troop Committee as the framework for the continued development of our Scouting program. It should serve as a valuable resource for our Scouts and their parents as they participate in and contribute to the program. The guidebook will be revised periodically in keeping with the circumstances that accompany the unfolding life of Troop132.

Our Scouts and parents certainly cannot understand the troop's expectations of them unless they read the Troop Guidebook. So, the Troop Committee requests that they read it now. After reading the guidebook, Scouts and parents need to review and sign the **Acknowledgement of Receipt and Pledge of Performance Form** provided on the next page. Questions or comments about the form or our Scouting program can be directed to the Scoutmaster or the Troop Committee through the "Comments" section on the form. Of course, questions or comments also can be directed to the Scoutmaster or a Troop Committee member by phone, e-mail, or in person.

# Acknowledgement of Receipt and Pledge of Performance Form

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

We acknowledge receipt of the Troop Guidebook presented to us by the Troop 132 adult leadership. We have read and understand its content and agree to abide by the described policies and guidelines of the troop. We have discussed the content of the guidebook with our Scout. He will conform with the troop policies and guidelines at all times and attend meetings regularly. We have had the chance to ask questions about life in Troop 132 and fully understand how the troop functions. Further, we realize we can ask for interpretation or clarification of any information printed in the Troop Guidebook at any time. We will discuss any concerns we have about troop policies or guidelines in responsible fashion with the Scoutmaster.

We definitely understand the troop's requirements for attending meetings and participating in outings. We understand that, if our Scout does not meet the troop's expectations for his participation in such activities, his rank advancement could be slowed or stalled. In addition, we understand that our Scout must share in such patrol duties as cooking, cleaning, going for water, and returning troop equipment to the troop storage room after a camping outing. Our Scout realizes that he must demonstrate respect for and cooperate with both the Boy Scout leaders and adults of the troop. Our Scout will tell the Scoutmaster if he is having any problems as a Troop 132 Scout. If our Scout decides to leave the troop, he will so inform the Scoutmaster.

Finally, we agree to assist the troop, when possible, by providing transportation for Scouts to various activities. Also, we agree to periodically let the Scoutmaster know when we will be able to support troop activities.

## *Parents/Guardians*

\_\_\_\_\_  
(Print) (Sign) (Date)

## *Parents/Guardians*

\_\_\_\_\_  
(Print) (Sign) (Date)

## *Scout(s)*

\_\_\_\_\_  
(Print) (Sign) (Date)

## *Scout(s)*

\_\_\_\_\_  
(Print) (Sign) (Date)

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issued by Troop Committee: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Received/Reviewed by Troop Committee: \_\_\_\_ / \_\_\_\_ / \_\_\_\_