

Troop Guidebook

Boy Scouts of America

Troop 132

Springbrook, PA

TO THE PARENTS

As a parent in a Scouting family, you have a commitment to your son's advancement in Scouting. This guidebook is intended to help parents, Scouts, and leaders in Troop 132 understand what is expected for advancement, as well as the troop's policies. Take the time to read the requirements and information describing troop activities. Go over this information with your Scout and return the acknowledgment & comment form in the back of the booklet. If you have questions after reading this material, contact the Scoutmaster for clarification. Our intention is to help you and your son have a more meaningful Scouting experience.

TO THE SCOUTS

As a Scout in Troop 132, you have a commitment to advance and assist others in their advancement through the Scouting program. You have been promised the Scouting adventure and all the fun and excitement that goes into this. The Scout leaders, your parents, and all of the other parents and Scouts in our troop are working together to fulfill this promise. But, in order for Scouting to work and be fun, each Scout must know what is expected of him and how our troop operates. The information contained in this booklet is designed to layout these expectations and policies. Please take the time to read this information and go over it with your parents. The acknowledgment & comment form in the back of the booklet is for you to sign as well.

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1. PURPOSE

The purpose of this guidebook is to provide a method for equal evaluation of rank advancement and guidelines to help clarify what is expected of each Scout and Scouter (adult leader). In this way, each Scout in Troop 132 will be on equal footing and recognition will be provided in a consistent manner. This guide is intended to augment the *Boy Scout Handbook* as a method of clarification of what is expected to attain rank and be an active member of our troop.

It also cites certain BSA and troop policies and procedures that have been established to ensure that our activities are conducted in a safe manner.

This guide is intended for all Scouts, their parents & guardians, and all Scouters of Troop 132.

Also, this guide is intended to be a living and growing document and, as such, will change, as conditions require. If you have any suggestions that may improve or clarify this guidebook's contents, please contact the Scoutmaster. The last page of this booklet contains an acknowledgment form that should be signed by parents and Scouts. This form confirms that you have read and understand the policies outlined in this document. It can also be used to provide comments back to the troop committee that can be used to improve and enhance the information contained herein.

2. INTRODUCTION

The goal of Troop 132 is to provide young men with a full program in the Scouting experience—citizenship, character building, physical and mental fitness, and fun! The values we strive to instill are based upon those found in the *Scout Oath*, *Law*, and *Outdoor Code*.

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—its value never ceases to be realized.

Teamed with camping and the fellowship of their peers, the Scout Oath, Law, 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 have to reach Eagle. It is Scout Spirit that compels a young person to step away from the crowd and stand up for what he knows is right rather than shrugging his shoulders and thinking “everyone else is doing it...” Scout Spirit is the temperament and attitude of a young person that defines the ability to lead and to be led, and it is perhaps the best measurement of Scouting qualities.

Scout Spirit is a feeling: a feeling of pride in belonging to and carrying on the traditions of Scouting. This pride shows itself in the **actions** that 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 you have Scout Spirit. These things include:

- **Trying** your best to live the Scout Oath and Law
- Always wearing the Boy Scout Uniform **correctly** to **all** Scouting functions. The uniform should be worn proudly: it has many 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 that will earnestly try to carry out what is asked of him. That is the Scout who is not afraid to think 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 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 or songs. 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 it and you more.

In order to advance, Scouts are required to show Scouting Spirit, both in their Scouting and daily lives. This requirement may only be signed off in the Scout’s *Handbook* by the Scoutmaster.

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

4. THE SCOUT UNIFORM

The purpose of the uniform is to identify us as Scouts, to showcase our achievements of rank, and (as the name would imply) to enhance a sense of uniformity amongst all fellow Scouts. Although we are not the military, just like any other organization, our uniform shows unity and pride. Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout’s commitment to the aims and purposes of Scouting. The uniform places the Scout in a worldwide brotherhood of youth that believes in the same ideals. Putting on the uniform is a sign to the world that one has taken the Scout obligations and folks expect Scout-like acts from one wearing it.

All Scouts and Scouters are expected to wear their uniforms to all meetings, camping trips, hikes, public outings, and all official Scout functions. There are no exceptions other than those expressly given by the Scoutmaster for special occasions. All Scouts are expected 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. A listing of catalog stores and local retail stores in the vicinity has been attached to this guide for your convenience. The troop also accepts donated, outgrown uniforms that are kept in the troop supply room. See an adult leader for more information on this “experienced” uniform exchange program.

4.1. OFFICIAL UNIFORM

Troop 132’s Official Scout Uniform, sometimes unofficially referred to as a “Class A” 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 (shows belief in the worldwide brotherhood of Scouting)
 - Arrow of Light (only if earned in Webelos)
 - Patrol patch

Note: All other patches must be earned or awarded to the Scout or the troop (such as the “Quality Unit Award”). Attached is an *Insignia Guide* that shows the correct placement of all patches and pins on the Scout Uniform.

Order of the Arrow (OA) Lodge Flaps: In order to wear the OA lodge flap, a Scout, or Scouter must be a current member in good standing with the OA lodge (dues paid)—it should be removed otherwise.

Name Tags: Nametags are to be worn on the right pocket flap, or above the “Boy Scouts of America” patch if you have an OA lodge flap.

Quality Unit Award: If the troop has earned the “Quality Unit Award” for the current year, that year’s Quality Unit patch may be worn. Please note that only one Quality Unit patch may be worn on the uniform; do not sew on more than one.

For more details regarding insignia placement, see Section 21 (page 30).

- **Troop 132 Neckerchief** (The troop provides every Scout with one of our neckerchiefs when he joins. Additional neckerchiefs may be purchased at the meetings.)
- **Scout Pants (long or short)**

Note: We never see Little Leaguers or the hockey team wearing off-color pants or blue jeans, do we? The Scout pants are just as much a part of the uniform as the shirt and socks.
- **Scouting belt and buckle**
- **Troop 132 or other Scouting hat** (optional) Non-Scouting hats may **not** be worn with the uniform. We encourage (but do not require) that all Scouts get a red, Troop 132 hat that may be purchased at the meetings.
- **Scout socks** (green with red top)

4.2. ACTIVITY UNIFORM

Troop 132’s Activity Uniform consists of a Scouting T-shirt, worn with the Scout pants and socks. This activity uniform is sometimes unofficially referred to as the “Class B” uniform. The activity uniform can be worn during certain activities **when designated** by the Scoutmaster. Additionally, the activity uniform may be worn to the first meeting of each month.

Any Boy Scout T-shirt or golf shirt is acceptable. Our troop has created its own red, embroidered golf shirt. This red, embroidered troop shirt is optional and may be purchased at the meetings. We encourage (but do not require) that all Scouts get one so that we can look sharp and unified even when we wear activity uniforms.

5. INSPECTION

As part of each weekly meeting, following the opening ceremony, a troop inspection is conducted. This inspection is intended to encourage the Scouts to “Be Prepared”. Items every Scout is expected to have and wear correctly each week are:

- Scout hat (optional; however, non-Scouting hats may **not** be worn with the uniform)
- Scout shirt with all proper patches
- Troop 132 neckerchief
- Scout pants
- Scouting belt
- Scout socks
- Scout Handbook*
- Notebook with pen or pencil

6. 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. Patrol Leaders, their assistants, and all junior and adult leaders are encouraged to arrive at 6:30 p.m. The *Service Patrol* should arrive by 6:45 p.m. to prepare the facilities for the meeting. Parents are always welcome to attend, especially on those nights when special speakers are brought in or when we are touring a special facility. The *Patrol Leaders' Council* (PLC) will meet at 6:15 p.m. on the second Wednesday of each month.

At each meeting and campout, all Scouts are expected to bring the following items:

- ✓ a notebook and pencil or pen
- ✓ his own Scout Handbook
- ✓ a full Scout uniform
- ✓ troop dues and/or event fees
- ✓ permission slips (required for every outing)

We cannot stress enough that each Scout should have **and bring** his own *Scout Handbook* and a notebook to every meeting! While we do not want to recreate a schooling atmosphere, much of the information provided must be written down for later use. We expect Scouts to accept responsibility for obtaining and disseminating this information. In addition, the *Scout Handbook* is not only a valuable source of 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.**

In addition to weekly troop meetings, there will be patrol meetings. Each patrol is responsible for setting their own agenda and conducting these meetings. The importance of these meetings cannot be over-emphasized, as this planning activity is crucial to the operation of the troop's program. The adult advisor for each patrol is expected to attend these meetings or find a substitute in order 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 meeting—with the adult present only in an advisory capacity.

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 moneys. However, these are very brief and should not be used as a substitute for regular patrol meetings.

7. SCOUT COSTS

Running a troop and providing the Scouts with equipment, food, a full program, recognition, and awards costs money. We are a non-profit organization and try to minimize the cost to you while providing enough funds to keep us in top shape. Our troop treasurer and committee control all of our troop funds and cash flow.

Scouts not in good standing—because of overdue fund-raising moneys or dues—will not be permitted to participate in any activities until all dues and funds are paid.

Some typical costs associated with Scouting through the year are listed below. It should be noted that uniform costs are not included here.

7.1. TROOP RE-CHARTER

Every January, our troop renews its charter and pays a registration fee for the troop and each Scout and Scouter. There is no additional charge for each Scout during this re-chartering provided that the Scout is active and helps with our fundraisers as described below.

A Scout cannot advance or attend any activities if he is not registered with the BSA.

7.2. ANNUAL DUES

Our troop's annual dues are \$60⁰⁰ per Scout. Dues are to be paid beginning at the first meeting of each year. (Our troop's year begins in September.) Annual dues for families with multiple Scouts are \$60⁰⁰ for the first Scout and \$45⁰⁰ for each additional Scout.

These dues cover each boy'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 the boy's *Scout Account* [see §7.7, pg. 10]).

Scouts that join mid-year (Cub crossovers and/or new Scouts), pay prorated dues for the first year, as shown on this table:

Month	First Scout	Additional
September	\$ 60	\$ 45
October	55	41
November	50	38
December	45	34
January	40	30
February	35	26
March	30	23
April	25	19
May	20	15
June	15	11
July	10	8
August	5	4

7.3. CAMPING TRIPS

Typical fees for most outings are \$15⁰⁰. Each trip can vary based on location, duration, and facility fees.

7.4. SUMMER CAMP

Summer Camp costs an average of \$170⁰⁰ per week. (This cost can be significantly offset by the “Scout Account” as described below.)

7.5. SME/FOS

Sustaining Membership Enrollment (SME) and Friends of Scouting (FOS) are BSA fund raising programs solicited by the Northeast Pennsylvania Council to help support all Scouting activities within our council.

7.6. FUND RAISERS

In order to raise needed troop funds, various fundraisers are conducted during the year. Each Scout and his parents are expected to participate and help where needed. We annually hold three candy sales (candy bars, Christmas candy, and Easter candy). In addition to these candy sales, we also participate in several seasonal fundraisers—including the Council Popcorn Sales and holiday stickers—and are always looking for new and better ways of raising money. Please present any fund raising ideas to the troop committee and after approval we will help you arrange and run the project.

25% (or designated percentage based on the nature of the fundraiser) of any sales are credited to each boy’s individual *Scout Account* (see below).

In addition to the major fund raisers, Troop 132 may occasionally have some smaller, quick fund raisers—such as bake sales, aluminum can drives, or dinners. These sales are generally used to provide the troop and Scouts with troop equipment or when our funds get “dangerously low.” All Scouts and parents are encouraged to help with these fundraisers. To benefit everyone and due to the nature of these events, all profits are placed in the troop’s account and not the individual *Scout Accounts*.

7.7. SCOUT ACCOUNTS

As described above, moneys earned by the Scouts for certain fundraising activities are credited to an account for each participating boy. These accounts are primarily used to help offset the Scout’s summer camp expenses. (We have had several boys attend summer camp for free in the past.) Additionally, **if approved** by the troop committee, these funds may be used for uniform and equipment purchases (such as backpacks, boots,

sleeping bags, etc.). Once approval for purchase of uniform or equipment is obtained, the troop will reimburse the Scout upon presentation of receipt for the item(s). Checks will not be drawn ahead of time except when 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, however, a Scout has not been *active*, his account will be closed and all remaining funds will be added to the troop's account. In order to be considered *active*, a Scout must attend at least 20 activities a year and 75% of the meetings. For excused absences, the Scout must submit his reasons to the committee for review within two weeks of the absence. This policy for evaluating a Scout's active status will be strictly upheld. (Also note that it will be prorated for Scouts who join mid-year.) (*See Attendance, §10*)

These accounts will also be maintained for Scouters (leaders) who participate in fund raising activities. All procedures, qualifications, and activity guidelines are the same as those of the Scout accounts.

7.8. DAMAGED TROOP EQUIPMENT

If troop or patrol equipment is damaged in a way that is deemed above and beyond "normal wear and tear," the troop committee will hold the involved Scouts and Scouters accountable to replace the damaged equipment. Please take note of the equipment sign-out policies listed in this booklet. (*See Troop Equipment, §13*)

8. BEHAVIOR AND DISCIPLINE

It is not the responsibility of the adult leadership with Troop 132 to deal with constant disciplinary problems. We expect each Scout to live by the *Scout Oath* and *Scout Law* at all Scouting activities. Behavioral problems which are not consistent with these values and BSA regulations will result in the removal of the Scout from any activity—*regardless of its location*—by the parents, guardians, or their designees. In this 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. It is our intent at this meeting to have a clear understanding of the problem, by

both the Scout and his parents or guardians, as well as developing a cooperative solution to the issue.

Troop 132 uses a “Red-Sticker” system when dealing with behavioral problems. All stickers will list the reason for issuance and must be signed by two adults. At any Scouting function, a Scout would receive one-half of a “Red-Sticker” for not living up to any part of the Boy Scout Oath and Law.

The following incidents will earn a full “Red-Sticker”:

- Smoking, in any form, or the use of any tobacco product by any youth at any Scouting event. (See Note 1.)
- Possession or consumption of alcoholic beverages of any kind.
- Possession or use of any illegal drugs.
- Touching any item that belongs to another individual without first obtaining the permission of its owner—including hats.
- Touching, slapping, punching, kicking, stomping on someone’s feet, shoving, wrestling with, or “pants-ing” another Scout. (Exceptions to this are: the Scout hand shake or a “pat on the back” for a job well done.)
- Harassing a fellow Scout or use of hazing (abusive and/or humiliating tricks).
- Improper language.

When a Scout obtains two halves within 30 days or a full “Red-Sticker” at any Scouting function (this could be a day or weeklong event or a weekly troop meeting), **he** will call his parents for removal from the outing or meeting activity. If the parents are not available, the parents’ designee will be phoned for the Scout’s removal. (See Note 2.) Following, a letter will be sent to the parents or guardians and the Scout will not be permitted on **any** Scout function until a conference with the Scoutmaster has remedied the situation. (N.B. If a Scout is sent home from an activity, any funds, which have been paid, will be forfeited.)

Full “Red-Sticker” consequences (parental notice and pick-up) are immediate. The Scout will call his parents or guardians and ask them to come get him, regardless of where we are (distance or location) or what we are doing (time or event).

Any Troop 132 Scout who receives either two full “Red-Stickers” or four halves of “Red-Stickers” within any 30-day period will be placed on probation. When a Scout is placed on probation, in addition to the required Scoutmaster conference before returning to the next Scouting function, he must bring a parent, or guardian, to monitor him at the next **four** troop meetings and the next **four** troop outings that he attends. Should this same Scout ever receive a full “Red-Sticker” again, either by the issuance of a full “Red-Sticker” or two halves at any future Scouting event, this will be deemed a reoccurring disciplinary problem. Reoccurring disciplinary problems will be directed to the troop committee chairman for immediate committee action. Committee action at that point might include additional probation, suspension, or expulsion of the Scout from Troop 132 (involving consultation of the NEPA Council, BSA).

Note 1: Adults will refrain from the use of any tobacco products and alcoholic beverages during Scouting activities as they are strictly forbidden.

Note 2: It is the responsibility of the parents or guardians to supply the leaders of the troop with an emergency phone number of whom to contact when the parents or guardians are not available.

9. MEDICAL FORMS

BSA medical forms are required to be on file for all Scouts at all troop activities. These forms do not require a doctor’s signature, but this is encouraged, as the full doctor’s exam is required for summer camp. In either case, this form should be kept up-to-date for the safety of the Scout. These forms will be taken by the troop on all outings and activities. If you need a new form, please contact an adult leader as soon as possible.

9.1. PRESCRIPTION MEDICATIONS

As policy, Scouts are not allowed to store any medications in their personal gear. Prior to each outing, a medication form must be filled-out and signed by the parent or guardian. This form provides instructions for dosage, use, side effects, and emergency contacts. These forms must be given to the Scoutmaster (or leader in charge of the activity) along with the medication. The medication should be in its original container (a lot of medications look the same).

Parents are required to provide the Scoutmaster with medication or information for those Scouts who are taking behavioral medications when the Troop is on an outing. This will help everyone enjoy the activities and help to lessen the incidents of discipline problems.

9.2. OVER-THE-COUNTER MEDICATIONS

As with prescription medications, over-the-counter medications such as Aspirin or Tylenol cannot be kept with the Scout. However, if you wish a Scout to have access to these types of medications, please provide the Scoutmaster a permission slip along with the medication and he will hold on to it for the Scout during an outing or event.

10. ATTENDANCE

Boy Scouts is a participatory organization. Scouts are expected to attend and participate in as many Scouting activities as possible. This includes both indoor and outdoor events, meetings, campouts, hikes, etc. The camping experience is one of the things that sets Boy Scouts apart from other organizations. It is through the outdoor experiences that the Scouts learn and grow as the program was intended. Without regular participation, the Scout is not gaining from the program. It would be unfair to the Scouts and the Scouting program to allow Scouts to advance to Eagle without developing the skills expected of this time-honored rank.

After the rank of First Class, participation becomes a requirement for advancement in Star, Life, and Eagle Scout. Up to the rank of First Class, participation reflects on Scout Spirit and still impacts a Scout's advancement. With this in mind, Troop 132, along with many other troops, requires participation in at least 20 activities per year and 75% attendance of all weekly Scout meetings to remain active and to advance through these ranks.

Excused absences, as approved by the troop committee, should be requested in advance or within a week of the absence. Please contact the Scoutmaster or committee chairman for more information.

10.1. CAMPING / ACTIVITY ATTENDANCE

Attendance on weekend camping trips and other activities will be tracked. Attendance on all camping trips is not mandatory—however, camping and

service time is required for advancement. Please note that in order for a Scout to be recorded for full attendance on a weekend, he must be present on the last day during the teardown at camp and unpacking at the church.

(See also: Troop Equipment, page 19; Transportation, page 20)

11. ADVANCEMENT

The leaders of Troop 132 realize the importance of advancement through the ranks of Scouting, yet we do not plan our program around the desire to propel Scouts from one rank to the next. We believe Star, Life, and Eagle Scout are a cultivation of maturity and self-discipline. This desired nature cannot be injected into a boy with tests or skill requirements, but rather is a continuous growth process in his Scout Spirit from the first day he becomes a Scout. Troop 132 Scouts are encouraged to advance naturally by participating in troop and patrol activities. They are encouraged to develop self-discipline and an individual plan of advancement for completing requirements and earning the various BSA merit badges. We believe that young people participating in cooperative and leadership roles along with a quality outdoor program of hiking and camping will find advancement a natural byproduct of the Scouting program.

11.1. TESTING PROCEDURES

Scouts should not be tested at the time they learn or participate in an activity. Allow at least a week to lapse between the testing and the activity. This will facilitate the learning process by not merely having them regurgitate information. The use of handbooks by the Scouts during the testing is not allowed. They must know the material on which they are being tested. If there is any doubt as to their knowledge of the subject, have them reread the information and test them the following week.

Testing of Scouts should be conducted without the presence of other untested Scouts as this would give unfair advantage to Scouts who may be helping or watching. Use Scouts of higher rank or Scouters if help is required.

11.2. REQUIREMENT SIGN-OFF

Advancement requirements may only be signed by:

- ✍ the BSA trained Scoutmaster
- ✍ a BSA trained assistant Scoutmaster
- ✍ a BSA trained committee member
- ✍ the Scoutmaster's designee for that requirement

Note: A "BSA trained" adult refers to a registered Scouter who has completed at least the BSA Scoutmastership Fundamentals training course.

11.3. THE REVIEW PROCESS

After a Scoutmaster conference, a board of review is required for each rank. If a board determines that a Scout has not satisfactorily completed all of the requirements for a given rank, they may ask him to review or re-work a requirement and return at a later date, as they deem necessary. A Scout cannot proceed in rank until the board affirms that he has completed all the requirements.

Boards of review are conducted on the third Wednesday of each month, or as appointed by the board of review coordinator. Each Scout is responsible for signing-up for a board no later than a week before the board night.

Boards members are parents and committee members—all parents are encouraged to participate on the boards. If there are a lot of boys getting reviewed, the board of review coordinator may attempt to recruit some people to sit in on these boards. Any help that you can give him/her would be greatly appreciated.

Any questions dealing with advancement should be directed to:

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

Note: Unlike Cub Scouts, parents of Scouts may not sign off their son's requirements unless a special arrangement has been made with the Scoutmaster for that particular requirement, and only that one requirement. (This includes all assistant Scoutmasters. BSA policy states that assistant Scoutmasters may not sign off more than three requirements in each rank for their own son.)

It is extremely important that all leaders' initials be legible with the date in mm/dd/yy format for all sign-offs in the *Boy Scout Handbooks*.

11.4. BSA JOINING REQUIREMENTS

- ✓ be a boy who has completed 5th grade; or
- ✓ be 10 ½ years old and earned the Arrow of Light Award; or
- ✓ be 11 years of age but not yet 18
- ✓ submit a completed Boy Scout application and health history signed by your parent or guardian along with the Scout registration fee

At this point you are registered as a “New Scout” with the BSA. (You are not yet a “Boy Scout”.)

11.5. REQUIREMENTS TO BECOME A SCOUT

The Scoutmaster and his assistants will work with and test the New Scouts on the following requirements to obtain the rank of Scout.

- ✓ Repeat the Pledge of Allegiance without assistance or use of a book.
- ✓ Demonstrate the Scout salute, sign, and handclasp without assistance or use of a book.
- ✓ Demonstrate how to tie a square knot without using any reference or example.
- ✓ Describe the Scout Badge without assistance or use of a book.
- ✓ With your parent or guardian, complete the exercises in the pamphlet *How to Protect Your Children from Child Abuse and Drug Abuse*, found in the front of your *Scout Handbook*.
- ✓ Discuss with the Scoutmaster that you understand and agree to live by the Scout Oath, Law, motto, slogan, and Outdoor Code.
- ✓ Participate in a Scoutmaster conference with the troop Scoutmaster.

After recognition of the rank, the Scout is allowed to wear the Scout badge on his uniform.

11.6. RANK ADVANCEMENT

Scouts, you are ready to embark upon one of the most time-honored traditions available to any boy. Honor and respect the traditions of Scouting and you will grow personally as you learn and enjoy all that Scouting has to offer. The fun, adventure, and outdoor knowledge you will gain cannot be duplicated anywhere else in the world.

Use your resources (handbook, leaders, and other Scouts) to set goals and achieve your rank advancement. If you make it fun and plan ahead, you can and will achieve the rank of Eagle Scout.

Remember... **It's a game 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. They will also help with future requirements. Only a trained, qualified assistant Scoutmaster can work with the Scouts on earning these.

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

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

- ✎ Sheath knives of any kind are not allowed.
- ✎ Any folding knives with blades larger than the palm of your hand are not allowed at any time.
- ✎ Lockback type knives are recommended.
- ✎ Unless otherwise specified, all ax use refers to hand axes, not $\frac{3}{4}$ or full-size axes.
- ✎ Butane or any type of lighters is not allowed.
- ✎ Proper safety and handling procedures are to be followed at all times.

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 that they need for a campout. All equipment usage 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 return, the QM will inspect all returned equipment to ensure that it is returned in the same, or better, condition as it was checked out. Patrol members will be responsible for any equipment found damaged or missing upon check-in. The QM should report the 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/guardians will be held responsible to replace or repair items that are damaged or lost.

13.1. TENT CARE

Tents collect moisture from the dew and your breathing. We often breakdown camp before the tents get a chance to dry. If they are folded and stored for a long time with water on them, mildew and other stuff will start to grow on them. This ruins the tents! This is why it is very important that you take the tents home and dry them out after our trips. The troop purchases these tents so that all of our Scouts can participate in outdoor weekends.

Please take care of them so that they can last for many years to come. Damages to the tents are the responsibility of the Scouts using them at the time. We sign-out and track the usage of the tents for this reason. Treat them like your own, because they are.

13.2. PACKING FOR CAMP

Scouts are encouraged to pack their own equipment when camping. Giving Scouts this responsibility has many benefits... It helps instill a feeling of pride and ownership to his gear. It ensures that he knows what he has packed and where it is—helps 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”. In the *Scout*

Handbook is a list of suggested camping gear. Some of this gear is unnecessary for every trip, and some trips will require other equipment. Parents are encouraged to verify what their son has packed (especially when the Scout does not have much camping experience): going over this checklist is a great way to help ensure that the Scout is not forgetting anything. It should be noted that the troop might hold special packing instruction sessions when going on a trip which may require special packing or specific equipment. Also, especially for new Scouts, the troop may ask that the Scouts bring their packs to the meeting prior to the trip so that their equipment can be reviewed.

14. TRANSPORTATION

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

The troop departs from and returns to the Maple Lake Methodist Church, unless otherwise instructed. The troop departs promptly at the times indicated, so plan to arrive at least 10 minutes early. Completed parental permission slips and up-to-date medical forms are required before any Scouts may leave for an outing.

The troop will return approximately at the times indicated. Parents/guardians will be notified by phone of any significant delays in return times. **Upon returning, no one leaves before the gear is stored in the troop 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
- ✓ Parental permission granted to the leader, driver, and riders
- ✓ Tour leader is an adult at least 21 years of age

Additionally, the troop requires that drivers under the age of 21 may **not** transport anyone under the age of 18 unless they are family members or have the written permission of **both** the driver's and the passenger's parents/guardians.

Lastly, all occupants must wear seat belts, and no one may ride in the rear deck of station wagons or in the bed of pickup trucks.

15. POSITIONS OF LEADERSHIP

All Scouts are expected to fill a position of responsibility within the troop at some time during their Scouting experience. This position may vary in its duties and responsibilities but will help the Scout grow and understand the meaning of leadership and being responsible, thereby making a contribution to the troop as a whole.

All positions of leadership are a privilege and should be respected and done to the best of the Scout's ability. At any time, the Scoutmaster or a two-thirds vote of the patrol leaders' council (PLC) can remove any Scout from his leadership position if the position is not being carried out properly.

Below are Troop 132's qualifications for junior leader positions. Additional positions of leadership may be assigned and approved 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 taken leadership training at the council level
- ✓ must have the Scoutmaster's consent
- ✓ must have consent of parents/guardians
- ✓ 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
- ✓ SPL may not hold any other positions in the troop during his time in office
- ✓ new SPL will take office as soon as possible after the starting date
- ✓ SPL may be removed from office at any time by two-thirds vote of the patrol leaders' council (PLC) or by the Scoutmaster

15.2. ASSISTANT SENIOR PATROL LEADER (ASPL)

- ✓ the 2 runner-ups from the SPL election will be the designated ASPL's
- ✓ all candidates must therefore have the same qualifications as those required for SPL
- ✓ an ASPL may be removed from office at any time by two-thirds vote of the patrol leaders' council (PLC) or by the Scoutmaster

15.3. PATROL LEADER (PL)

- ✓ all candidates must be active members in 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

- ✓ 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 patrol

16. TROOP ORGANIZATION

Troop Committee

Committee Chairman (CC)

Committee Members (CM)

Adult Leadership

Scoutmaster (SM)

Assistant Scoutmasters (ASM)

ASM New Scout Patrol

Troop

Junior Assistant Scoutmasters (JASM)

Senior Patrol Leader (SPL) *

Assistant Senior Patrol Leaders (ASPL) *

Troop Guide (TG) *

Patrol Leader (PL) *

Assistant Patrol Leader (APL)

Instructor

Quartermaster (QM)

Scribe

Librarian

Historian

Chaplain Aide

Den Chief

* Member of the Patrol Leaders' Council (PLC)

17. BECOMING AN ADULT LEADER

Currently, Troop 132 is fortunate to have many parents and community members helping as adult leaders. These Scouters serve a troop and the Boy Scouts in many ways. Some of these adult leaders accept special assignments that help sustain the routine functioning of the troop. A number of adults serve our Scouts as merit badge counselors. Others lend their support by providing transportation and an adult presence for our camping trips.

If you are thinking of becoming an adult leader with Troop 132, you are encouraged to contact Larry Morton or Gary Shoener, our membership chairmen, at one of our weekly meetings or directly at (570) 842-9143 (Larry) or 842-1990 (Gary). They can provide you with detailed information on how to join the troop. They will also provide you with assistance on processing your background-check paperwork, which all of our leaders go through.

Scouting provides many wonderful shared experiences for parents and sons who join Scouting together. Let us know if you want to be more involved in the Scouting life of your son.

17.1. ADULTS WHO WANT TO BE A MERIT BADGE COUNSELOR

If you would like to work with Scouts on a merit badge in a subject with which you have knowledge, you will need to do the following:

- ☞ Fill out an adult Scouting application. (The Scoutmaster or advancement coordinator can help you with this.)
- ☞ Decide whether you will offer the merit badge “council-wide” (to all Scouts in the NEPA Council) or only to the Scouts in Troop 132. (Let your conscience and availability dictate this decision.)
- ☞ Fill out a merit badge counselor’s form. (Do not sign up for more than six merit badges. Scout should learn to contact other adults outside of the troop as part of the maturing process.)
- ☞ Have the form approved by the troop committee.
- ☞ Wait for approval from the council before proceeding.
- ☞ Do not offer a merit badge if you have not been approved by council for that merit badge.

- ☞ Once you have made it known that you are available for a merit badge, let the Scouts contact you. They are supposed to be doing the work, not you—don't chase after them to do the merit badge.
- ☞ Always have two-deep leadership at any time you are working with Scouts on a merit badge. **No exceptions.**

18. MERIT BADGES

Merit badges are an important part of the Scouting experience. They help teach new skills, or increase knowledge and awareness in a subject area. The subjects are intended to challenge while being fun. There are currently over 100 merit badges available to Scouts, some of which are required for Eagle Scout. (The combination of merit badges required for Eagle Scout is explained in the *Scout Handbook*.)

18.1. HOW TO CHOOSE A MERIT BADGE

Any of the 120 merit badges may be taken at any time while you are a registered Scout, but you should always check the requirements in the front of the merit badge pamphlets before jumping into choosing a merit badge. Some will be harder than others and may require that you learn additional skills before attempting that merit badge. Some merit badges have prior requirements before applying (such as Camping). If in doubt, check with an adult leader.

- ☞ Find a merit badge that you would like to do from the list in your *Scout Handbook* or from the *Merit Badge Requirements* book. If you have any questions about a merit badge, contact one of the adult leaders in the troop.
- ☞ After selecting a merit badge that interests you, find a Scouting friend to do the badge with you. (Always take merit badges with one or more fellow Scouts.)
- ☞ Check the troop's merit badge counselors handbook for a counselor who offers the merit badge. These counselors may be council-wide (which means he or she will work with any Scouts within the NEPA Council) or the counselor may be within Troop 132. If you are having a problem finding a counselor for a merit badge, check with one of the adult leaders for assistance.

- ☞ Acquire and read the merit badge pamphlet thoroughly to familiarize yourself with the subject. (The troop has a library of merit badge pamphlets you may borrow. Ask the troop librarian.)
- ☞ Obtain a signed merit badge card (a “blue card”) from the Scoutmaster or advancement coordinator.
- ☞ Contact the merit badge counselor for an appointment to meet and discuss the requirements and/or instructions for that merit badge.
- ☞ Meet with the merit badge counselor and start working on your badge.
- ☞ When you have satisfactorily completed the merit badge, return the signed merit badge card (“blue card”) to the troop advancement coordinator for council and troop recognition.

19. SCOUTING STORES

Note: To purchase most Order of the Arrow and Eagle Scout items often requires proof of award.

19.1. *NORTHEAST PA COUNCIL SCOUT SHOP*

Montage Mountain Rd

Moosic, PA

(717) 207 - 1227

19.2. *STUTZ*

115 Delaware Ave

Olyphant, PA 18447-1517

(717) 383 - 2997

19.3. *JC PENNY CATALOG*

19.4. *MINSI TRAILS COUNCIL SCOUT SHOP*

991 Postal Rd

Allentown, PA 18103

(610) 266 - 7770

19.5. *CRADLE OF LIBERTY COUNCIL SCOUT SHOP*

PO Box 806

Valley Forge, PA 19482

(610) 688 - 6900

20. SCOUTING LITERATURE

Many questions Scouts and their parents have regarding skills or general information can be found in Scouting publications from the BSA. Listed below are those books that will provide the answers to most of your questions.

20.1. *THE BOY SCOUT HANDBOOK*

This book is required for all Scouts and provides general information that all Scouts should know and an individual's advancement record. It also includes a 24-page parent's guide on child abuse and drug abuse.

20.2. *FIELDBOOK - BOY SCOUTS OF AMERICA*

Based on the experiences of millions of Scouts and leaders, this book holds essential information for every outdoor enthusiast. It is a supplement to the *Scout Handbook*.

20.3. *JUNIOR LEADER HANDBOOK*

Provides a reference for all junior leaders to help them understand the importance of each of their jobs in the successful operation of their troop. (Highly recommended for all junior leaders.)

20.4. *BOY SCOUT REQUIREMENTS*

Includes updated requirements for all merit badges, rank advancements, and special opportunity awards. (Watch for yearly revisions.)

20.5. *INSIGNIA GUIDE*

An illustrated guide to the correct placement and usage of official insignia and other badges for all programs of the BSA.

20.6. *OKPIK*

Provides valuable information on cold weather camping and outdoor skills.

Some of the books listed above are available in the troop library—check with the troop librarian. All of the books listed above are available through Scouting distributors if you wish to purchase any of them.

21. OFFICIAL PLACEMENT OF INSIGNIA

21.1. ADULT

Graphic eliminated to reduce PDF size. Adult insignia form can be found at: <http://www.scoutstuff.org/misc/isheets/34284.pdf>

21.2. YOUTH

Graphic eliminated to reduce PDF size. Scout insignia form can be found at: <http://www.scoutstuff.org/misc/isheets/34283.pdf>

22. ACKNOWLEDGMENT AND COMMENT FORM

We, the troop committee, hope that this guidebook proves to be a valuable resource and has laid out the guidelines essential for our troop as we continue to grow and provide an excellent Scouting program. And, as our troop grows, we expect that this guidebook may grow and change as well. Please watch for possible corrections or additions, which may be supplied in the future.

In order to ensure that we are all working together and following the same aims and goals, we ask that you please sign and complete the attached “Acknowledgment and Comment Form” and return it to the Scoutmaster or the troop committee. This will ensure that all Scouts and their families know what is expected of them. If you have any questions or comments that you would like presented to the committee, please be sure and attach them.

Thank you.

John Croom, Committee Chairman

Sean Quinn, Scoutmaster

& Troop 132 Committee

Troop 132 Guidebook — Acknowledgement and Comment Form

We have read and reviewed Troop 132's Guidebook and agree to uphold its policies to the best of our abilities.

(Guidebook revision: September 9, 2002)

✎ Parents / Guardians

_____ (print) (sign) (date)

_____ (print) (sign) (date)

✎ Scout(s)

_____ (print) (sign) (date)

_____ (print) (sign) (date)

Comments: _____

Issued by committee: _____ / _____ / _____

Received and reviewed by committee: _____ / _____ / _____