**GUIDEBOOK FOR SCOUTS AND PARENTS**

**TROOP 205**

.

**ALLIANCE UNITED METHODIST CHURCH**

**FORT WORTH, TEXAS**

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**INTRODUCTION**

**Troop 205** is a local unit of the Mustang District (#36), Longhorn Council, and the [Boy Scouts of America](http://www.bsa.scouting.org).

The troop was organized in October of 1999 with twelve Scouts.

**CHARTER ORGANIZATION**

Troop 205 is sponsored by the **Alliance United Methodist Church** in the Park Glen Neighborhood (7904 Park Vista, Fort Worth, TX 76137) and is open to all eligible boys regardless of race, religion, national origin, or where they attend school. The church receives a charter from Boy Scouts of America to use its program for a one-year period. The charter must be renewed annually. The church has in turn agreed to provide a safe meeting place and the adult leadership to operate the Boy Scout program. The church owns and operates Troop 205 and selects a representative to act as a direct link between the church and the troop. In return, each Scout is expected to assist in planned service projects that benefit the community as a whole and our sponsor AUMC.

**MEETINGS AND CONTACTS**

We normally meet every Monday evening from 7:00pm to 8:30pm at the church, in the Park Glen neighborhood of North Fort Worth.

If you have any questions, please contact Scoutmaster Giovanni De Luca: 210-612-2331 or email him at **ggdeluca1978@outlook.**

**MISSION**

It is the mission of the Boy Scouts of America (BSA) to serve others by helping to instill values in young people, and in other ways to prepare them to make ethical choices over their lifetime in achieving their full potential. The values we strive to instill are found in the Boy Scout Oath and Law.

**AIMS**

**Character Development**

To build self-reliance, self-discipline, self-confidence and self-respect

**Citizenship Training**

To foster love of community, country and world, along with a commitment of service to others and an understanding of democratic principles.

**Mental and Physical Fitness**

To develop physical, mental, emotional, and moral fitness that will stay with a Scout for the rest of his life.

**SCOUTING IS A VALUES BASED PROGRAM**

The Boy Scouts of America is one of the largest youth oriented organizations in the United States. More than 4 million young people and leaders are currently registered in the Boy Scouts of America. Unlike Cub Scouting, which many of you are familiar with; Boy Scouting is a **youth-led** organization. The boys learn responsibility and how to organize and lead the Troop. Sometimes these lessons are hard, however, we try to make sure that all challenges we place before the Scouts are challenges they can, with a little effort, overcome. After training, and with adult supervision, the boys run the show.

**THE METHODS OF SCOUTING**

We use the following methods to accomplish our aims:

• **Ideals** - Each Scout commits himself to the personal behavior guides and standards in the Scout motto, the slogan, the Oath and the Law

• **Patrols** - Patrols give Scouts experience in teamwork, democracy and leadership.

• **Outdoors** - Scouting emphasizes outdoor activities, which foster an appreciation of nature and our ecology. Along the way, Scouts practice and learn new skills and develop confidence in their own abilities to cope with obstacles. Scouting is outings! Your son will advance and enjoy Scouting if they go on the outings, otherwise there is a very good chance they will lose interest in the program.

• **Advancement** - The advancement program provides Scouts with a ladder of skills to climb at their own pace. On the way up, he has many opportunities to learn and to be recognized for his achievements. We don’t look at advancement as a goal, but as a natural outcome of a planned, quality Troop program and it is integrated with our outdoor activities. Advancement happens on campouts.

• **Personal growth** - All of BSA methods contribute to the personal growth of a Scout through experience. The quest for growth is a method.

• **Adult association** - Adult leaders, male and female, provide an example to Scouts and demonstrate the character the scouts should strive to attain in their personal growth.

• **Leadership development** - Scout leadership experiences is one of the most valuable things Scouting teaches.

• **Uniform** - The uniform reminds a Scout of who he is and what is expected of him. It identifies him as part of a patrol, troop, council and worldwide youth movement. He can take pride in being a Scout, and in the achievements shown on his uniform and sash. He is expected to wear full uniform to meetings and outings.

**PARENTS’ ORIENTATION MEETING**

An informational meeting will be held for the parents of the Webelos Scouts who join Troop 205. Key adult volunteers will be introduced, an overview of Boy Scouts and Troop 205 will be presented, there will be a show and tell of camping equipment that your son will need, and lots of time will be given to answering questions.  This meeting will help you and your son make a smooth transition into Boy Scouts.

During the meeting, the troop leaders hope to answer the following questions and to address any of your concerns not listed here.

* What are the troop's expectations for Scouts and for their parents?
* What will a Webelos Scout have to do differently now that he is a Boy Scout?
* What will a Scout's parents have to do differently once he is a Boy Scout?
* What is the parents' role and involvement in their son's scouting career and his troop?
* What is the cost of Scouting and how does the troop finance it?
* What books, uniforms, camping equipment, and camping clothing are needed now and in the future?
* When and where will the troop go to summer camp? What preparations are needed for going to summer camp?

**JOINING TROOP 205**

To become a Boy Scout, a boy must have completed 5th grade, earned the Arrow of Light award, or between 11 - 18 years old. He must fill out a Boy Scout Membership Application, including medical information, and have a parent or guardian sign the application.

A Scout does have the freedom to transfer to another troop if, for any reason, he changes his mind after joining a troop. The measure of a successful troop is how well it meets the three aims of Scouting: encouraging participatory citizenship, building strong moral character, and helping boys to grow

. You should receive the following materials and forms when you join our Troop.

**• Boy Scout Application
• Troop Roster
• Troop Calendar**

At the next meeting you should return the completed Boy Scout application along with the $50 joining fee (see membership chairperson). This fee covers purchase of a one-piece Troop 205 numeral patch, green shoulder loops, a troop green neckerchief, a troop T-shirt, hat, slide, insurance, use of troop equipment and supplies.

Please contact either the Scoutmaster or the Committee Chair if the annual dues present a financial burden.

If you are transferring from either Webelos or another troop, please include your existing membership information (Cub Scout Pack No. or rank and merit badge cards.) with your application. If you are a new Boy Scout, review the joining requirements found in your *Boy Scout Handbook*. Before you return the above forms, you should complete joining requirement number 9: With your parent or guardian, read and review the pamphlet *How to Protect Your Children from Child Abuse: A Parent's Guide* which is found inside the front cover of your *Boy Scout Handbook*.

**FINANCES**

## The Troop Committee recognizes that Scouting has become expensive and can be a strain on a household budget. No Scout should be prevented from participating for financial reasons. Financial assistance is available for any Scout who is unable to be fully involved in Scouts due to financial difficulty. Please contact either the Committee Chairman or the Scoutmaster.

## There are two types of fees paid to the troop as agreed upon by the Troop Committee and annual Troop financial needs:

## A one-time $50 joining fee.

## Monthly $10 Dues which covers campouts and a scout’s re-charter fee for the next year.

## Dues will begin the month after a new scout joins.

## We collect dues on the 15th of each month. A new scout will have to pay via check or credit card but fundraising should help will future due payments and will be withdrawn from their scout account.

Additional neckerchiefs, t-shirts, and numeral patches are available from the troop treasurer for a nominal charge.

**Adults –**

New adults Joining will pay a $50 joining fee. If they transfer from a Pack there will be a $25 dual registration fee. This is for current registration and for food at campouts.

We also have a recharter fee every year in August -September that is $50. This covers the recharter fee for the upcoming year, insurance and meals at all campouts.

**FUNDRAISING**

Several fundraising projects are undertaken each year to purchase and maintain equipment and reduce activity fees for Troop 205. The Troop Committee will organize and manage several fundraisers each year. Troop Fundraisers are for the Troop expenses, Scout Recognition, Merit Badges and to help keep costs down for activities.

We also do Scout fundraising activities to help scouts pay for the program and pay for summer camps.

Individual Scout accounts may be used to pay for Troop activities, Troop dues, summer camp and high adventure trips. This is money the Scout earns to help pay for scouting activities. The funds can also be reimbursed for purchase of scout uniforms and equipment, but must be used for Scouting.

A scout’s monthly dues help pay for campout meals and expenses, but sometimes there will be additional fees for activities, such as, zip lining, white water rafting, NASA trip, etc. The troop will collects an activity fee from each participating Scout and Scouter. Activity fees pay a portion of the total cost of the event with the remainder covered by the troop treasury. We try to keep activities under $25.

**The Scout pays the cost of summer camp and high adventure trips in full.** As a Scout, you are expected to earn and save for your Scouting expenses yourself and not simply ask your parents to pay for it. We hope parents will encourage their scouts to participate in our fundraising opportunities for their scout to earn their way.

The Troop Committee, through the Troop Treasurer, will be responsible for all monies within the Troop. Fees for camping, registration, activities and fundraising must be deposited into the Troop’s checking account. All checks should be made payable to Troop 205 and have a note in the memo section describing what the payment is covering.

Individual Scout Account money earned by a Scout and not used by the time a Scout leaves the Troop or ages out (18 years old) shall be held in escrow for a period of six months before it is returned to the Troop General Fund. If during the six months, a Scout transfers to another troop, the money in the scout’s account will transfer into Troop 205’s general fund. This is per the BSA financial policy that money cannot transfer between different charter organizations.

**FRIENDS OF SCOUTING**

What is Friends of Scouting? Once a year the Council will have a Friends of Scouting initiative. The money raised through FOS provides the operating revenue to carry forth the mission of the Council. With your investment, the Council organizes new Cub Scout packs, Boy Scout troops and Venturing crews. In addition, they develop and coordinate volunteer adult training programs, handle all advancement and member registration, maintains quality traditional summer camping programs for Boy Scouts and Cub Scout and develops cutting-edge high adventure summer and weekend programs for older Boy Scouts.

Friends of Scouting is completed through two primary strategies. First through community alumni and other interested business leaders. This raises 60% of the FOS goal. Second, families are invited to support the Council's efforts to directly and indirectly support their unit by making a tax-deductible gift at a troop court of honor. The Family FOS raises 40% of the Friends of Scouting Goal.

**TROOP MEETINGS**

At troop meetings, Scouts are expected to arrive **on time**, **in uniform,** with their **Scout handbooks.**

They are expected to conduct themselves as guests of the church and will be asked to leave if they behave otherwise.

They should **not** bring food or drink to the meetings.

 They will enter the meeting room in an orderly manner and immediately assemble in Patrol Files, if the room is set up for the meeting. If the room is not set-up then scouts are expected to help get tables and chairs for the adults.

At the meetings, the Scouts will hear announcements of upcoming events, work on rank advancements, merit badges if they are First Class or above or plan as a patrols for upcoming act­i­vi­ties. Sometimes, there is a special program planned, a guest speaker or visitors.

The boys are expected to behave themselves in an orderly, courteous manner at all times.

As a member of Troop 205, regular meeting attendance is expected. We do realize that from time-to-time schedule conflicts occur, and the boys cannot make it to the meeting. Scouts are expected to let their Patrol Leader know that he will not be able to make the meeting, **and then make it his business to con­tact his Patrol Leader** subsequent to the troop meeting to find out what he missed or needs to know. This is the responsibility of the scout and not of his parents. Also, the web site is an excellent way to keep up-to-date. Please check with the membership chair for access.

We encourage Scouts to be active in church, school, and extra curricular activities. Some Scouts in the troop "take a break" from Scouting during one sport season or another and then return when the season is over. We do not penalize Scouts who miss meetings or outings due to sports or other activities. However, if you miss a lot of meetings and troop activities, it will be difficult to maintain steady advancement progress. **Obligations to your family, church, and school should have priority over Scouts.**

It is our hope that meetings will be fun and produc­tive. Some of this is dependent on the boy-led nature of the meeting as well as the Scouts' level of partici­pa­tion and behavior during a meeting.

Attendance is especially critical for Youth leaders (Patrol Leaders, Assistant Patrol Leader, Treasurer, etc.). We expect a participation commitment from our scout leaders. It is difficult to be boy-led if the leaders are not in attendance. All leaders do have a set participation requirement for holding their role, which is in the leadership description at the end of this handbook.

**THE PATROL METHOD**

BSA advocates and trains its members to employ the "patrol method" in organizing and functioning as a troop. Troop 205 follows these guidelines and uses the patrol method whenever possible. The Troop is divided into approximately 3-6 patrols with at least one patrol being designated as a High Adventure Patrol. A High Adventure Patrol (Age 14 & older only) is for older Scouts who choose an alternative type of camping experience. Each patrol has approximately 6-8 boys in it.

Patrol Leaders are elected every six months and hold office for six months. The Patrol Leader chooses an Assistant Patrol Leader/s to assist him. There are also other positions of leadership that Scouts may hold–-these are positions designated by the SPL upon Scoutmaster approval and are generally held for a six-month term.

**NEW SCOUT PATROLS**

New Scouts are placed with other new Scouts in patrols of 6 to 8 boys. The Scouts will have ample opportunity to interact with the boys in the other patrols. The Scoutmaster and Senior Patrol Leader assign a Patrol Leader and Troop Guide to each new patrol (both of these are older Scouts). A Troop Guide functions as a special guide for new Scouts, to teach them about the patrol method and to encourage them. The Troop Guide is especially chosen because he has previously demonstrated an ability to work well with younger Scouts.

An adult Patrol Advisor will be assigned to coach the patrol (but not to run the patrol, as this is the Patrol Leader's and Troop Guide's responsibility). The Patrol Advisors are registered adult Scouters in the Troop. The Patrol Leader and Troop Guide will work together to ease the transition into Boy Scouting and help and encourage the new Scouts as they pursue their ranks on the Trail to First Class.

All new Scouts will bring any issues, problems, or questions to the attention of the Patrol Leader, Troop Guide or Patrol Advisor. If the outcome is unsatisfactory, the new Scout may approach the Senior Patrol Leader. If there is still an unsatisfactory result, the new Scout may ask the Scoutmaster or any of the adults present for assistance. Similarly, all other boys in their patrols will use this same protocol. They contact their Patrol Leader first, then the Senior Patrol Leader (SPL) or Assistant Senior Patrol Leader (ASPL), and then the Scoutmaster or any of the adult leaders present.

**OUTDOORS**

**CAMPOUTS**

Campouts are the backbone of the Scouting program. It is here that the patrol method is most operational. It is on the campouts where new skills are learned, old skills are practiced and leadership skills are developed. The patrols work together for the good of the Troop and help strengthen it. There is much opportunity to interact with the other patrols and scouts.

To ensure proper patrol menu planning and to secure transportation a grub master will be selected by each patrol. They will buy the patrol's food for the entire campout. Scouts do this on a volunteer or rotating basis. The Patrol Leader will assist a new Scout who volunteers as the food buyer (being a food buyer also fulfills certain rank advancement requirements). **We allot $10 per scout for food for a 2- day campout.**

 If a scout has any specific food allergy or religious/family requirements, such as vegetarian, he must make sure he informs the patrol leader.

The Monday night before the campout scouts will do menu planning, decide who will cook which meals and how they want to handle clean-up. **It is important that scouts planning to attend the campout make the decisions**.

The Patrol Leader is always ultimately responsible for making sure everyone is included in the food count, that the food buyer has his patrol box on menu-planning night, and that the food buyer is notified of any changes prior to shopping for food. The food buyer, grub master, will be allotted $10 for each scout attending the campout. He must use the money wisely to ensure they have enough food for each meal. Scouts and committed adults who cancel out will still be responsible for paying the food buyer for their portion of the food bill unless they contact the food buyer before the food has been purchased.

The grub master will then turn in a receipt for the food purchased to the Troop Treasurer for reimbursement.

Scouts need to select their tent buddies prior to the campout. Unlike Cub Scouting, Boy Scouts tent separately from the adults in their patrol area.

In addition, the parents who attend a campout work together as a patrol. This is a great way to get to know other parents in the Troop and to contribute to the good of the program. They show up for departure at the same time as the Scouts and are expected to leave and return with the Troop. An adult should not plan to buddy up with another adult for the ride unless that fact has been previously coordinated to the Campout Coordinator. We expect parents to help transport scouts to and from campouts and activities. (Boy Scouts of America are very specific on youth protection and transportation policies).

Adults, like Scouts, help set up camp first before setting up camp for themselves. All Dads, Moms and legal guardians are encouraged and are invited to attend the campout unless the campsite is a Boy Scout Camp. There is a $10 commitment fee to cover food for each unregistered adult who attends a campout.

 If the campsite is a Boy Scout Camp, then attendance is restricted to registered adult leaders attending with the Scouts. The troop usually has one campout a year that is a Family Campout where families are invited (includes younger siblings).

*Should it be necessary to cancel or terminate a campout for hazardous conditions or other reasons, a determination will be made by the Scoutmaster, the Committee Chairman and the Camping Committee Chairman. Every effort will be made to notify scouts and scouters at least 24 hours in advance.* We will also try to have a make-up outing for the opportunity to achieve the outdoor requirements.

***TROOP 205 ALWAYS TRAVELS IN FULL PROPER UNIFORM TO AND FROM EVENTS/CAMPOUTS****.*

**CHAPEL SERVICES**

It is the policy of the Troop to provide well-prepared non-denominational services when our outings extend to Sunday. Although not mandatory, Scouts and Scouters are encouraged to attend these services. The chapel services are the responsibility of the Scout Chaplain Aides. Any Scout who requires a certain form of religious service should make his needs known to the Scoutmaster. Class A uniforms are required.

**SUMMERCAMP**

Our Troop traditionally attends Summer Camp at Worth Ranch which is a Longhorn Council Camp near Palo Pinto, Texas. This camp offers a very good first-year camper program called Hammer Patrol where a lot of the outdoor requirements for Tenderfoot through First Class Ranks may be earned. First-year campers also have the opportunity to complete some of the more basic merit badges. Older Scouts have the opportunity to complete a wide range of merit badges and other outdoor activities and serve as leaders. A prerequisite for new scouts to go to summer camp is the successful completion of at least one weekend campout.

We also typically have a second summer camp usually further away and of more interest to the more experienced scouts including High Adventure activities. A prerequisite for the second camp is the successful completion of 2 years at Worth Ranch Summer Camp or a Rank of 1st Class.

Summer camps are usually a week long, running from Sunday until the next Saturday. The Scouts will sleep in canvas sidewall tents on wooden pallets provided by the camp. Since this is a weeklong program, the Scouts may want to bring a cot to sleep on and a storage container, like a trunk, that will fit under his cot. Please make sure that the container has a locking device of some sort. We will provide parents/guardians with all information about cost, paperwork and equipment needed.

**EQUIPMENT**

We suggest you buy equipment as you need it. We believe that a Scout does not need a large amount of equipment. Equipment does not need to be the most expensive, especially boots, because scouts will outgrow them quickly. Start with the essentials: Water Bottle, Sleeping Bag, Mess Kit, Flashlight and Rain gear.

You can purchase most of the items you need at the Scout shop, but you aren't required to. You can also purchase them from local sporting goods stores or mail-order houses such as Cabela’s, Academy, Sports Authority, Coleman, and Campmor.

Don't let a sales person sell you the most expensive pack or sleeping bag. Look around, look at older Scouts' gear and ask them where they got it. You can add equipment as needed. Scout’s need to mark everything with their name and then take care of it so that you will not have to replace it.

**MINIMUM REQUIREMENTS:**

* Scout Handbook -- **Absolutely Necessary!** (Bring to ALL meetings & outings) The handbook is a valuable tool and is a record of the scout’s advancement throughout his Scouting career. Recommend a book cover or purchase the spiral bound version to survive the wear and tear.
* Flashlight with extra batteries
* Sleeping bag (20-degree rating is fine) or 2-3 blankets
* Bag of some kind to carry your gear (day pack or school backpack is fine)
* Rain gear
* Pocketknife (inexpensive and small--must earn Totin' Chip to carry)
* Toiletries (soap, toothbrush/paste, comb, toilet paper, towel)
* Water bottle or canteen
* Jacket, sweater, or sweatshirt
* Gloves or mittens (cold weather)
* Mess kit (spoon, fork, plate, bowl, cup)
* Sun protection
* 2-man tent (**The troop has tents** so this is only necessary for some High Adventure camps)
* Waterproof ground cloth (6-mil plastic sheeting from the hardware store)

**OPTIONAL ITEMS:**

* Backpack
* Compass
* Foam sleeping pad or air mattress (recommended for winter camping)
* Cot (recommended for summer camping)
* Personal first aid kit
* Notepad and pen or pencil
* Stocking Cap (cold weather)
* Hiking boots or sturdy shoes, with extra laces
* "Tennis" shoes (to be worn in camp to give your feet a rest)
* Waterproof matches and firestarters (we can teach you how to make these)
* Thermal underwear (cold weather)
* Walking Sticks – for hiking purposes only (No Star Wars action)

Also, in cold weather, wool and synthetics are good choices because they dry quickly and will keep you warm even when wet. Some will even wick moisture away from your body, where it can evaporate more rapidly.

**CELL PHONES**

A word about Cell Phones. Our troop does allow scouts to bring cell phones to campouts and activities. They are to be used only for pictures during the day. Scouts can use them at the end of the day when all activities are finished. If a scout abuses the policy, he will not be allowed to bring his phone to future campouts.

***ITEMS NOT ALLOWED IN TROOP 205:***

* Sheath knives, axes (The Troop has an ax for use by Scouts who have earned their Totin' Chip)
* Electronic devices (radios, Walkmans, games, etc.)

One other word about sharps (pocket knives, hatchets, axes and saws): you must have earned your **Totin' Chip** and have it in your possession in order to carry or use them. **A Whittlin' Chit from Cub Scouts is NOT enough.**

**ADVANCEMENT**

Advancement is a method used by the Scouting program to teach those skills and attitudes which are necessary to make a good man and a good citizen. You learn by competing not against other Scouts but against standards set forth in the Scout Handbook. Advancement sets a pattern of setting and reaching positive goals throughout your life. It's not one of the primary aims of Scouting, but advancement is a natural byproduct when your Scouting experience is acquainting you with the BSA ideals, the patrol method, the outdoors, association with adults, personal growth, leadership development, and the Scout uniform. It's easy to advance by following these four basic steps:

* 1. Learning
	2. Testing
	3. Review
	4. Recognition

**RANK ADVANCEMENT**

The requirements for the ranks of Tenderfoot through First Class include a range of outdoor and citizenship skills and prepare you to take full advantage of all that Scouting has to offer. Star, Life, and Eagle requirements focus on service to others and developing leadership skills.

Requirements for each rank are outlined in the Boy Scout Handbook. You can work on advancement requirements with your parents or other family members, with other Scouts, and with adult Scout leaders. This can be done on your own, in patrol and troop meetings, and during troop outings such as hikes and campouts. A good rule of thumb is to try to complete one or two rank requirements at each troop meeting.

Scout skills cannot be mastered by performing them just once. You will have many opportunities to practice each skill, and you will be demonstrate your progress on each requirement before it is "signed off". In addition, expect to practice each skill repeatedly, even after it has been signed off. As you progress, you will also have opportunities to teach these skills to less experienced Scouts, which will further reinforce your knowledge and skill.

As you complete each requirement, you will be observed and signed off in the BACK section of your handbook by the Scoutmaster or by someone he designates. This person must be an assistant Scoutmaster. Another, more experienced Scout, First Class and above, can witness a requirement, but it must be signed off by an adult leader. **In Boy Scouts, troop leaders, rather than parents, sign off advancement requirements.**

It's up to you to take advantage of the advancement opportunities available to you and to take initiative to ask for someone to sign you off when you are ready. ***You are responsible for keeping your own personal advancement record in your Handbook. You should also record your service hours, campouts, troop activities, and leadership positions in your Handbook.***

You must earn the ranks in order, but you may complete any requirement for Tenderfoot through First Class at any time. (For example, you may complete a First Class requirement before finishing your Tenderfoot requirements, but you must earn Tenderfoot rank before you are awarded Second Class and First Class ranks.)

You will be meeting regularly with the Scoutmaster or an Assistant Scoutmaster to discuss your activity in the troop and your understanding and practice of the ideals of Scouting.

The Scoutmaster conference is used to discuss your goals and accomplishments and is required for each rank advancement. This conference should be an enjoyable experience during which you can discuss with the Scoutmaster your accomplishments and set new goals for yourself.

You do not have to wait until you have completed the requirements for a rank in order to talk with the Scoutmaster. You may talk with the Scoutmaster or an Assistant Scoutmaster at any time that is convenient for you both.

A Scoutmaster conference is necessary for every rank advancement and must take place after all other requirements are complete and before the Board of Review. At this required conference the Scoutmaster or Assistant Scoutmaster will also help you determine whether or not you have completed all the requirements for your rank before your Board of Review.

Sign-ups are required for a Scoutmaster Conference prior to the Monday night meeting in which the Scout is requesting his Scoutmaster Conference.

See our Advancement Chairman for the sign up sheet.

After this Scoutmaster conference, you may sign up for the your Board of Review with the Advancement Chairman.

The Boards of Review, which are normally held 2-3 times per month, are composed of three to six registered members of the troop committee. (Eagle Boards of Review are arranged through the Mustang District Advancement Chairman.) The Board of Review may not include the Scoutmaster, Assistant Scoutmasters, or your family members.

The purpose of the Board of Review is not to retest you but rather to ensure that you have completed all of the requirements, to find out how you're doing in your patrol and in the troop, and to encourage you to advance toward the next rank.

**You need to have your Boy Scout Handbook and be in Class A uniform when you appear before a Board of Review.**

The board of review is not to retest or have you demonstrate skills. The Board of Review is a time for you to ask any questions you might have and to give feedback to the troop committee about activities and your Scouting experience in Troop 205 and in your patrol. They will also ask you questions about skills you have learned and how scouting has impacted your day to day activities.

At the end of the review you will be asked to leave the room while the board discusses your qualifications. The board will then call you back into the room and inform you, either that you have been approved for the next rank or what additional actions you must take to qualify. In most cases the only thing that would hold you back is not having something signed off in your handbook.

After passing the Board of Review, you will be recognized in front of the troop as soon as possible. You will receive your new rank patch immediately by the Scout Master. In addition, you will be formally recognized in front of family and friends during a Court of Honor ceremony. You will be presented with your wallet-sized certificate card and a rank pin ("mother's pin").

After reaching the rank of Life Scout, you will meet with one of the adult leaders in the troop, who will be assigned as your Eagle Advisor. At this meeting you will receive your Life to Eagle packet and discuss ideas and suggestions for your Eagle Service Project. This project must conform to special guidelines that have been outlined by the Boy Scouts of America. **Before starting an Eagle Project you MUST get your Scoutmaster, Troop Committee Chairman, and the Mustang District Advancement Chairman, as well as, the benefiting organization, to approve your project.**

**Parents Note:** Parents are cautioned, however, that advancement should not become the sole reason a parent keeps a Scout in Scouting. Parents should encourage their son to make advancement in scouting his own personal goal rather than his parents' goal. Scouts, **not parents,** should make the routine telephone calls to Troop Leaders and Merit Badge Counselors concerning advancement, appointments and attendance. Part of the Scouting experience is for the Scouts to learn how to deal with adults.

**SCOUT SPIRIT**

To advance a rank in Scouting, the Scoutmaster has to sign off on a Scout Spirit requirement. This requirement is signed off at the time of the Scoutmaster Conference for every rank except Eagle where it is signed off by the district Eagle board.

The requirement states: "Demonstrate Scout spirit by living the Scout Oath (Promise) and Law in your everyday life."

This requirement is closely tied to the three aims of the program: 1) growth in moral strength and character; 2) participating citizenship; 3) development of physical, mental, and emotional fitness.

In determining Scout Spirit we look at the attitude of the Scout and how he behaves inside and outside of troop activities. Total behavior, troop activity participation, age and interest in scouting and living the Scout Oath and Law are all taken into account.

## COMMUNITY SERVICE

## Boy Scout Slogan: *Do A Good Turn Daily*

## Boy Scout Oath:  *To help other people at all times; . . .*

Every Scout is expected to perform acts of charity and kindness and to develop a lifelong habit of community service and helpfulness towards his neighbor. Many Scouting awards and most of the ranks in Boy Scouts have a service requirement.

For the purpose of rank advancement, Scouts may count service hours performed to meet requirements from their school, community and church. **All service hours must be approved by the Service Coordinator before the scout does the activity.** However, work, which directly benefits the Scout himself, his troop, or the Boy Scouts of America, does not usually count towards rank advancement.

Scouts should seek out opportunities for perform community service and they should participate in our Troop community service projects, which are scheduled quarterly by our Troop.

**SERVICE OPPORTUNITIES**

**Scouting for Food.** A scouting activity that collects food for food banks in the North Texas area.

**4th of July Parade.** Troop 205 is invited to participate in the Park Glen Neighborhood Association 4th of July Parade and to lead in the presentation of the colors.

**Fall Festival.** Each year Alliance United Methodist conducts a Fall Festival. Scouts are needed on the scheduled Saturday to assist in the festival.

**Arcadia Park Clean-up.** Every 3 months Troop 205 helps clean-up Arcadia Park. It is a great way to give back to our community.

**AUMC Clean-up.** We as a Troop are glad to be associated with Alliance United Methodist Church. The Troop will help as needed to keep the grounds and church area clean and neat. AUMC will contact the Troop with projects they need additional help.

**Local Community Runs.** Troop 205 helps give water at (2) 5k Runs each year. The neighborhood Association Turkey Trot & the AUMC Mission Possible Run.

**Eagle Projects.** Scouts working on Eagle projects will ask for volunteers to assist in "crewing" for their project. It is encouraged that all scouts be offered the opportunity to participate in a fellow scout’s Eagle project.

**MERIT BADGES**

Earning merit badges allows you to discover your abilities and interests as you explore many fields and round out your skills. It introduces you to subjects that will perhaps become lifelong interests or a rewarding career.

There are more than 110 merit badges for you to choose from, each related to a career, hobby, or Scouting skill. You may earn any merit badge at any time with Scoutmaster Approval. Don't wait for someone to tell you when and which merit badge to work on. You don't need to reach a certain rank in order to be eligible. However, *you should concentrate on achieving the rank of First Class before devoting a lot of time to working on merit badges*.

Don't overwhelm yourself by trying to complete too many badges at one time. We recommend that you actively work on no more than two at one time until you reach the rank of First Class, and no more than five at one time thereafter.

 **The only time limit for completing a merit badge is your 18th birthday**, but we *strongly* discourage you from having more than eight unfinished merit badges at any given time.

You can find information about merit badge requirements in the appropriate merit badge pamphlets, in the current year's Boy Scout Requirements book and at [www.meritbadge.com](http://www.meritbadge.com). Many of these are available in the troop library or at your public library. All of them are available from the Scout Shop. If you are finished using merit badge pamphlets that you own, please consider donating them to the troop library.

**Here are the steps to begin work on a Merit Badge:**

1. Get a blue merit badge card from the Advancement Chairman, fill in your name, address, and the name of the badge, and ask the Scoutmaster to sign it. Then get the name and phone number of a qualified counselor from the Advancement Chair or the committee merit badge coordinator. These counselors have applied and been approved by the Mustang District Advancement Committee and the Longhorn Council to work with Scouts on the specific merit badges for which they have qualified.

2. Call the counselor and set up an appointment. This can be at any place that is suitable to both of you. Along with a buddy (another Scout, a family member, or a friend), meet with the counselor. You do NOT have to work on the badge with another Scout, but a third person must be present any time you meet with the counselor. The counselor will explain the requirements for the merit badge and help you get started.

3. Work on the badge requirements until you complete them, meeting with the counselor (along with your buddy) whenever necessary. You must complete the stated requirements and satisfy the standards of each merit badge. The merit badge counselor may *encourage* you to do more than the requirements state but he or she may not *require* it.

YOU (not the counselor, Scoutmaster, or Advancement Chairman) keep the merit badge card until you have completed the requirements and the counselor has signed the card.

**If you lose this card, you will have to start the badge over unless the counselor is willing and able to vouch for what you already completed.** If you change counselors for any reason, it is up to the new counselor whether or not he or she will accept the work you did with the previous counselor. (This situation comes up frequently because Scouts often leave summer camp still needing to complete one or more requirements for a merit badge they started at camp.) Normally the new counselor will ask you a few questions, and if the counselor is satisfied that you actually did the work that was signed off, he or she will accept it.

4. After you complete the merit badge and the counselor signs your merit badge card, he or she will keep the counselor's section and return the rest of the card to you. Make sure the back section of the card is initialed and dated for each requirement that you completed. Bring the rest of the card to the Advancement Chairman, who will keep the troop section of the card and return the Scout section to you.

You will receive your merit badge shortly after you turn in the blue card (usually the next troop meeting). It is important to keep these in a safe place because you will need a record of all your merit badges completed when you go to your Eagle Board of Review.

Your wallet-sized certificate card will be presented to you at the next Court of Honor.

**MERIT BADGE COLLEGES**

Troop 205 participates in at least two Merit Badge functions that will give the Scout the opportunity to earn more Merit Badges. Summer Camps are a great opportunity for a Scout to earn multiple merit badges in addition to other High Adventure programs and rank advancement. Troop 205 also typically participates in is the Brazos Valley Merit Badge College & Mustang Merit Badge College. The merit badge college allows Scouts the opportunity to earn up to three merit badges in a classroom setting. There are other out-of-district Merit Badge colleges that put on similar programs. Not all requirements can be earned at a camp or at a MB college; some requirements require weeks of tracking and cannot be earned in a 5-day program. Scouts will have the opportunity to complete remaining MB requirements at home or with the troop.

**RECORD-KEEPING**

Your advancement records are kept in three places--the Longhorn Council office, the troop Advancement Chairs records, and by yourself. The Council office keeps records supplied to them by the troop Advancement Chairman, who also keeps copies of these records for the troop and maintains advancement information on computer. You will receive three kinds of documents that you need to **KEEP IN A SAFE PLACE UNTIL AFTER YOU TURN 18** (or receive your Eagle Scout Award, whichever is later)! These documents are: your Scout Handbook with requirements signed and dated, your portion of completed blue merit badge cards, and the wallet-sized certificate cards for rank advancement and merit badge completion. Make sure all of them are signed or initialed by the appropriate Scout leader. All of the cards are the same size and can be safely kept in plastic protector pages (available at Wal-Mart, etc.) which are designed for baseball and other sports cards. **IT IS VERY IMPORTANT THAT YOU KEEP THESE DOCUMENTS IN A SAFE PLACE AND DO NOT LOSE THEM!** If it should happen that there is a discrepancy or missing records, your personal records are your most important ally in proving what you completed and when.

**COURT OF HONOR**

Courts of Honors are scheduled quarterly, usually the last Monday of February, May, August and November. These are a bit more formal than the Pack Meetings you may remember from Cub Scouts.

Scouts will be recognized for their accomplishments during the quarter.

 All parents should attend the Court of Honor to encourage and support all the Scouts in the Troop.

Parents will also hear important announce­ments, policy changes, a Treasurer's report, and reports from the Committee Chairman and Scout­master.

Special Courts of Honor will be held when a Scout earns his Eagle Rank, which is planned by the parents of the Eagle Scout.

**THE TROOP'S YOUTH LEADERS**

The troop is run by its boy leaders. With the guidance of the Scoutmaster and his assistants, they plan the program, conduct troop meetings, and provide leadership among their peers. We have several different youth leader positions with varying responsibilities

Youth leadership positions are as follows:

**SENIOR PATROL LEADER** Top youth leader in the troop. He leads the

Patrol Leaders Council (PLC) and, in consultation with the Scoutmaster, appoints other youth leaders and assigns responsibilities. The Senior Patrol Leader may delegate specific responsibilities to the Assistant Senior Patrol Leader and Patrol Leaders.

**ASSISTANT SENIOR PATROL LEADER** Fills in for Senior Patrol Leader

In his absence. Leader that ensures scouts are doing roles assigned.

**PATROL LEADER** Gives leadership to members of his patrol and represents

them at the patrol leader’s council. Teaches skill to patrol members.

**ASSISTANT PATROL LEADER** Fills in for the patrol leader in his absence.

**JUNIOR ASSISTANT SCOUTMASTER** Assists Scoutmaster and

Assistant Scoutmasters. Usually a Scout who is under 18 and earned Eagle rank.

**INSTRUCTOR** Teaches basic Scouting skills to troop and patrols.

**TROOP GUIDE** Supports patrol leaders in teaching skills to patrol members. Works with younger scouts and assists in the Trail to First Class.

**QUARTERMASTER** Responsible for troop supplies and equipment.

**SCRIBE** Keeps a record of and publicizes troop activities. Takes nots for Troop.

**BUGLER** Provides appropriate musical emphasis to ceremonies and campouts.

**TROOP HISTORIAN** Collects and maintains troop memorabilia, videos and photos.

**LIBRARIAN** Keeps troop books, pamphlets, and magazines in order.

**CHAPLAIN AIDE** Plans and delivers troop religious services.

**DEN CHIEF** Assists Den/WEBELOS Leaders with their Cub Scout dens

Den/WEBELOS Patrol.

### PATROL LEADERS' COUNCIL

All of the Patrol Leaders make up the governing body of the troop called the **Patrol Leaders' Council (PLC)**, which is headed by the Senior Patrol Leader. The PLC conducts a troop program planning conference in August to an outline the troop activities for the coming year.

The PLC meets each month to take this outline and plan the details of troop meetings and outings for upcoming month. The monthly PLC meetings are usually scheduled the first Monday of the month at 6:00pm at AUMC.

The PLC is composed of the following voting members: Senior Patrol Leader, the Senior Patrol Leader’s Staff, and Patrol Leaders. Only members of the PLC and invited guests should attend this meeting.

***All of our youth are required to attend a Troop 205 JLT training program as a requisite to any troop leadership position. These are typically offered twice a year.***

**Attendance Requirements for Leadership Positions:**

See Appendix D. Shows requirements for each position and duties.

**UNIFORM**

Since 1910, the Boy Scout uniform has been a recognizable part of the American scene. Wearing the uniform helps boys develop a sense of belonging to their patrol and troop. It reinforces the fact that all members of the BSA are equal to one another. People seeing a boy in a Scout uniform expect someone of good character who is prepared to the best of his ability to help those around him.

The proper uniform for most activities in Troop 205 is the Boy Scout field uniform (occasionally misnamed "Class A"). This uniform consists of the Scout shirt (long-sleeved is acceptable but short-sleeved is more practical in our climate), troop t-shirt (worn under the Scout shirt; one is included in your initial joining fee), troop neckerchief (one is also included in your joining fee), Green Scout shorts or trousers, Scout belt, Troop 205 Cap (one is also included in your joining fee), and Green Scout socks.

In addition, you will need to purchase and wear the Longhorn Council service patch (your choice of several available designs), shoulder epaulets, the patrol emblem of the patrol to which you are assigned, and a Scout neckerchief slide.

All of these items except for the custom troop t-shirt, neckerchief, and cap can be purchased at the Scout shop nearest you or from the BSA online retail store <http://www.scoutstuff.org/BSASupply>: You can get green shorts, pants and socks from other vendors as well. They do not have to be BSA but must look like the official uniform.

Fort Worth Scout Shop (Wedgewood Village Shopping Center)
5344 Trail Lake Drive
Ft. Worth, Texas 76133

Hurst Scout Shop (at Longhorn Council Office)
PO Box 54190 Ste. 101
850 Cannon Dr.
Hurst, TX 76054
(817) 427-1555

Arlington Scout Shop (Pecan Park Shopping Center)
2401 W. Pioneer Pkwy.
Arlington, Texas 76013
(817) 861-8997

Part of your troop joining fee includes the specially-designed troop neckerchief, a troop t-shirt, the green should loops and a troop numeral patch. The t-shirt is to be worn under the Scout shirt when in field uniform. Additional neckerchiefs, caps, and troop t-shirts are available for purchase from our troop treasurer.

The neckerchief provided upon joining the troop is a plain green neckerchief and upon a scout earning the Tenderfoot Rank will be exchanged for an embroidered neckerchief at the next Court of Honor.

For information on placement of patches and other insignia, please see the inside front cover of your Scout handbook. In addition, the Insignia Guide (BSA pub. #33066A), provides more detailed information and shows placement of less common items (See also Uniform Inspection Sheet 2008) or consult one of the Troop's experienced leaders.

You need to wear your field uniform to all Scout functions unless otherwise announced. All insignia, including rank, position, patrol, and Quality Unit patches, should be current. At Courts of Honor and other formal occasions, if you've earned merit badges, you should also wear your merit badge sash with merit badges attached.

If you've earned it, you should wear of the Order of the Arrow sash only to OA functions.

For some activities the Boy Scout activity uniform (occasionally called "Class B") is more practical and appropriate. This uniform is basically the field uniform with the Scout shirt removed. Your patrol leader or the senior patrol leader will tell you when this uniform should be worn. It is a Troop T-shirt, Green socks, belt, Troop hat and green shorts or pants.

We are currently collecting "experienced" uniforms to stock our Troop Closet. This collection will enable Scouts in our troop to have a uniform even if they are experiencing financial difficulty. If you have uniform parts in good condition that you've outgrown we ask you to consider donating them to our uniform bank

**TROOP COMMUNICATIONS**

Information is being passed to you at every Scout meeting and outing you attend. **You are responsible for getting the information you missed** if you are absent. Normally you will call or text your patrol leader or assistant patrol leader for this information. If you are the patrol leader, you will call the senior patrol leader or assistant senior patrol leader. You also need to take whatever steps are needed to see to it that the necessary information reaches your parents or guardians.

Some information will come to you in written form, such as handouts, flyers, permission slips, etc. It is wise carry a notepad or notebook paper with you so that you can write down information that is passed to you verbally.

What if you have questions about an activity or missed a meeting? The first person you should contact is your Patrol Leader (PL). If he's not available, contact your Assistant Patrol Leader (APL). If they don't know the answer, they should contact the Senior Patrol Leader (SPL) or they may suggest that you contact him. If you can't reach either your Patrol Leader (PL) or Assistant Patrol Leader (APL), call the Senior Patrol Leader (SPL) or Assistant Senior Patrol Leader (ASPL). As a last resort, contact your Troop Guide (your patrol's advisor), the Scoutmaster (SM), one of the Assistant Scoutmasters (ASM), or the Troop Committee Member (CM) responsible for that particular functional area--such as the Outdoor/Activities Chairman for information on outings, the Advancement Chairman for advancement issues, etc.

## ADULT VOLUNTEERS

Adult volunteers fill one of two roles. They may take Basic Leader Training and serve as a uniformed leader who works with the Scouts on a regular basis during weekly meetings and monthly outings. Or they may provide support for the troop through the troop committee. All adults are encouraged to participate in the various training courses offered by the Mustang District, see the Longhorn Council website. Many of our own leaders that have taken these courses now assist with teaching them!

The adults who work directly with the Scouts are the Scoutmaster and the assistant Scoutmasters. One of the most important jobs of the Scoutmaster corps is to train and guide the junior leaders in running THEIR troop. As the scouts assume the various leadership positions within Troop 205, they can expect both formal leadership training and informal coaching from their Scoutmaster, assistant Scoutmasters, the troop committee, and your fellow junior leaders.

The troop committee provides the support that makes the program planned by the Patrol Leaders' Council a reality. A Committee Chairman organizes and delegates the tasks within the committee. Other key members of the committee are the Secretary, Treasurer, Membership, Outdoor/Activities Chairman, Advancement Chairman, Equipment Coordinator, Service Coordinator, Chaplain and Training Coordinator.

**ADULT PARTICIPATION**

The Troop welcomes and encourages adult participation. Participation can range from a position of leadership on the Troop Committee, performing the role of an Assistant Scoutmaster, acting as a merit badge counselor, driving to or attending campouts, attending weekly meetings, or just assisting the Troop when called upon. Each individual should decide how much time he or she would like to give to the program but please know that even though we have lots of involved parents, your assistance is welcome and would be beneficial to the Troop and your son. For the most part, the Scouts who stay with the program and advance the furthest seem to be the ones whose parents show an interest in the Troop and give some time to the program. Please contact either the Committee Chairman or Scoutmaster to discuss how you can help.

**PARENTS**

The BSA recognizes that no activity can be successful without participation and work. Each Scout accepts responsibility to his Patrol and to the Troop to support its activities. Occasionally, the Scouts need parents to participate in this process. Individually, Scouts need parental support to accomplish Scouting Projects or Merit Badges. Each requirement for Advancement and Merit Badges is “signed off” by approved Adult Patrol Advisors, Scout Instructors, and Merit Badge Counselors. Parents therefore cannot evaluate or approve work for their son as they did in Cub Scouting. We ask that the parents encourage their son(s) to read the Scouting materials and requirements pertaining to their current advancement activities.

The Scouts will need parental support for equipment, supplies, transportation or finances to support their activities. This type of parental participation is imperative for a successful Scouting experience. The Troop invites all parents to camp with the Troop and to visit campsites during the day. The adults should bring tents and cooking equipment for their use. The Scouts enjoy having their parents participate in this way since adults have their own campsite and can enjoy the great outdoors with their sons in a “separate but together” way.

Parents may serve the Troop in many ways. They may work with the Committee or after required training serve as an Assistant Scoutmaster or Scoutmaster. There are many training programs offered by the Council for adults. Troop 205 joins with the Boy Scouts of America in seeking to provide protection from all harm for the Scouts. Troop 205 has pledged to strictly follow BSA’s policy of “two-deep leadership” at all times.

There is an online (https://myscouting.scouting.org/) Youth Protection Training Course designed to inform adult leaders about the law, Council policies, and potential abuse situations. All adult leaders must take the Youth Protection Training and all adults are encouraged to take it even if they do not go on campouts. Every Scouting activity will require that a Youth Protection trained adults be in attendance. Troop 205 encourages parents to spend the 30-40 minutes with this online course, so that you will be informed as to Council policies. The training is valid for 2 years. You must carry the signed and dated Youth Protection card to Scouting activities in order to provide proof of certification.

Parents should become familiar with the Scouting Oath, Law, and philosophy when their son becomes a Scout. Support of these principles at home does a lot to help develop the Scouts of Troop 205 to become future leaders of our community. Remember to “Be Prepared” and “Do a Good Turn Daily.”

**Encouraging your son to go on as many campouts and other troop**

**Activities as possible.** Hiking, camping and cooking are done

on weekend campouts. Remember camping gear is not needed or required all at once; however, he will need a warm sleeping bag almost immediately. We also hope parents would encourage their scouts to attend summer camp. A large percentage of the troop advancement typically occurs during the weekly summer camp session. The program is well organized and the mixture of

outdoor experience, personal achievement and learning offered at camp is unmatched elsewhere.

We hope that parents would not use Scouting as a disciplinary measure or as a reward for getting good grades in school. Scouting is as much an educational program as school or work. If you feel you must restrict your son's participation, please discuss it with the Scoutmaster. The troop is a team effort, and if one of the key players is going to be missing, the troop leaders need some advance warning.

It is difficult to rekindle interest in advancement after a long period of inactivity. Once your son has advanced to First Class, he will have figured out the system and will be at ease in approaching the troop leaders for advice or counseling. From then on, periodic encouragement is really all that is necessary to keep him going all the way to Eagle.

**SCOUTMASTER AND ASSISTANT SCOUTMASTERS**

The Scoutmaster is the adult leader responsible for the troop's image and program. The Scoutmaster and his Assistant Scoutmasters work directly with the Scouts. It is their duty to:

\* Provide orientation to new members.

\* Train and guide boy leaders.

\* Work with the committee to bring Scouting to boys.

\* Use the methods of Scouting to achieve its aims.

\* Meet regularly with the patrol leader’s council for training and coordination in

 planning troop activities.

\* Attend troop meetings.

\* Attend troop committee meetings.

\* Conduct periodic parents' meetings to discuss the program and encourage

 Parent participation.

\* Conduct Scoutmaster Conferences for all rank advancement.

\* Supervise troop elections.

\* Facilitate the program using the proven methods of Scouting.

\* Consider participation in Council and District events as determined by the

 PLC.

\* Conduct all activities under qualified leadership, safe conditions, and the

 Policies of the chartered organization and Boy Scouts of America.

\* Assist in developing the annual budget.

\* The Scoutmaster may assign an Assistant Scoutmaster to serve as a Patrol

 Advisors. This leader is responsible for assisting and guiding a specific

 Patrol.

**THE TROOP COMMITTEE**

Although the Boy Scouts are, indeed, a “boy led” program, there is much “behind the scenes” work for the adults to do. This work is done by a group of volunteer men and women – usually former Troop members and parents of Scouts in the Troop. These volunteers make up the Troop Committee – a group of at least 5 that exists to give focus, direction and the support of adult resources to the overall program of Troop 205. A Troop Committee Chairperson leads the Troop Committee. The Troop Committee meets together with all interested parents as shown on the Troop Calendar. The Troop Committee is responsible to the chartered organization. The committee has many specific responsibilities, including the job of recruiting the best possible adult leaders (Scoutmasters) for the Troop operation.

The Troop Committee is always interested in finding parents interested in supporting the Troop through service on the Troop Committee.

Every Scout is encouraged to have an adult in attendance.

The Troop Committee is comprised of a group of adult leaders charged with the duty to support the Scouting program and handle troop administration. These duties include but are not limited to:

1. Appointing a Scoutmaster

2. Carrying out the Policies and Regulations of BSA

3. Providing the ways and means to run a quality program

4. Obtaining and maintaining the troop's equipment

5. Supporting the Scoutmaster in establishing an adequate outdoor program

6. Ensuring all scouts can pay their way in scouting via fundraising

Following are brief descriptions of different functional areas of the Committee:

**CHAIRPERSON**

\* Organizes the committee to see that all functions are delegated,

 coordinated, and completed.

\* Maintains a close relationship with the chartered organization representative

 and Scoutmaster.

\* Insures that the troop leaders and committee members have training

 Opportunities.

\* Interprets national and local policies to the troop and Maintains our policies.

\* Presides over and promotes attendance at troop committee meetings.

\* Ensures troop representation at monthly district roundtables.

\* Secures top-notch, trained individuals for troop leadership.

\* Oversees Troop budget and arranges for troop re-charter annually.

**TREASURER**

\* Handles all troop funds and pays bills on recommendation of the

 Scoutmaster and authorization of the troop committee.

\* Maintains checking and/or savings accounts.

\* Assists the Committee Chairperson in preparing the annual budget.

\* Supports the Fundraising Chairperson.

\* Reports financial status to the troop committee.

\* Maintains individual accounts for Scouts.

\* Maintains and conducts sales of Troop Closet Supplied Items

**SECRETARY**

\* Keep minutes of meetings and send out committee meeting notices.

\* At each meeting, report the minutes of the previous meeting.

\* Handles any publicity.

\* Maintains and distributes Troop policies and procedures.

\* Maintains Troop Calendar

**COMMITTEE QUARTERMASTER**

\* Works with youth Quartermaster on inventory, storage, and proper

 Maintenance of troop equipment.

\* Coordinates equipment checkout.

\* Prices and buys any needed equipment with Committee Approval.

**CAMPING/ACTIVITY CHAIRPERSON**

\* Secures permission to use camping sites.

\* Files tour permits with Council office.

\* Coordinates troop transportation.

**ADVANCEMENT CHAIRPERSON**

\* Encourages scouts to advance in rank.

\* Arranges and conducts troop boards of review.

\* Conducts quarterly courts of honor.

\* Conducts special courts of honor.

\* Makes prompt reports as required to the Council office when a troop board

 of review is held.

\* Secures Merit badges, rank advancements and awards for Courts of Honor.

**MEMBERSHIP CHAIRPERSON**

\* Maintains troop membership records.

\*Enters new Adults and Scouts into Scoutbook

\*Plans and Coordinates “New” Scout Meetings.

\* Coordinates annual re-chartering

**SERVICE PROJECT COORDINATOR**

\* Seeks out and coordinates service opportunities for scouts.

\* Maintains service hour log.

\*Approves all service hours.

**FUNDRAISING COORDINATOR**

\* Responsible for conducting periodic fund raising efforts.

**MERIT BADGE COORDINATOR**

\* Recruits merit badge counselors to support the merit badge program plan.

\* Develops and maintains a merit badge counselor list.

\* Works with Troop Librarian to maintain troop library.

**ADULT TRAINING COORDINATOR**

\* Encourages adult leaders to attend training.

\* Monitors Council training schedule.

**CHAPLAIN**

\* Encourages Scouts to earn their appropriate religious emblem.

\* Provides opportunities for Scouts to grow in their duty to God,

**CHARTERED ORGANIZATION REPRESENTATIVE**

The Chartered Organization shall designate a person (usually a member) to serve as the Chartered Organization Representative. This person is the liaison between the Troop Committee and the Chartered Organization.

**CODE OF CONDUCT**

A primary objective of the Adult Leaders of Troop 205 is the safety of the boys. Misbehavior can be grouped into two types; safety and non-safety related incidents. The adult leadership would prefer not to inform the parents of every non-safety related incident regarding their son, however if the behavior is deemed sufficiently objectionable and habitual, the parents may be contacted. *All incidents relating to the safety of a boy will be reported to parents.* Please encourage your son to behave in accordance with scouting principles as stated in the oath, law, motto and slogan. If safety related incidents are sufficiently objectionable or habitual, the parents will be required by the Troop Committee to attend Scouting functions with their son to ensure proper behavior. See the Troop 205 Discipline Policy in Appendix B.

**TROOP RULES**

\* Respect Others

\* Obey the Scout Sign

\* Do your best in following the Scout Oath and Law

**Language**

Part of the Scout Law that we all follow is that a Scout is courteous and a Scout should be clean in thought, word and deed. That means, among other things, that Scouts do not use foul language. The ability to speak and instruct effectively without profanity, hazing or degradation of human dignity is an attribute of a Scout. Scouts who have a problem with foul language, bad behavior or a negative attitude towards the troop or Scouting, will not advance until there is a change. We realize that the boys are growing and maturing and we take that into account..

**Hazing, Initiations, Snipe Hunts, Harassment**

All forms of hazing, initiations, ridicule, or inappropriate teasing are prohibited and will not be allowed. Snipe hunts are a form of hazing and are not allowed in the troop. Hazing is defined as any activity that causes the discomfort or harm of another for the enjoyment of the perpetrator.

**Respect**

All Scouts are expected to show proper respect to both Adult and Scout Leaders, other adults and fellow Scouts. This shall include a “**No, Sir**”, “**Yes, Sir**”, “**No, Ma’am**”, or “**Yes, Ma’am**” in response to an adult and “**Please**” and “**Thank You**” to all. The Adult Leaders will not demand the respect of the scouts, but earn their respect by example and will also show the Scout respect. *We Nurture Respect, not drill it into the Scouts.*

**TROOP MEETING RULES**

\* Follow meeting agenda set forth by the Patrol Leader Council (PLC).

\* Class A Uniform to be worn

\* Bring Boy Scout Handbook to all Troop Meetings for updates and

 Advancements.

\* Disruptions will not be tolerated at any time during the meeting.

\* Scouts will remain in meeting room unless a leader grants permission.

\* Be polite to all present (verbally and otherwise).

\* Keep your hands and feet to yourself at all times.

\* Fighting will not be tolerated for any reason.

**TROOP OUTINGS RULES**

\* A water bottle and a hat are musts!

\* Every Scout is expected to help set-up, maintain and tear down camp.

\* Every Scout is expected to fulfill their assigned Patrol Duties.

\* Every Scout is expected to participate in "scheduled" activities.

\* Scouts will remain at campsite unless the Scoutmaster or Assistant

 Scoutmasters grant permission or other designated trained leaders.

\* All Scouts are expected to stay with a buddy at all times.

\* Scoutmaster or Assistant Scoutmasters are to be aware of the whereabouts

 of Scouts outside the camp area at all times.

\* Stealing or damaging property will not be tolerated.

\* No Scout or persons shall enter a tent without permission of the person

 assigned to that tent.

\* Scouts, at no time, shall PLAY with the fire.

\* Disruptions will not be tolerated at any time during a structured activity.

\* Be polite to all present (verbally and otherwise).

\* Cursing and name-calling will not be tolerated at any time.

\* Keep your hands and feet to yourself at all times.

\* Fighting will not be tolerated for any reason.

\* Scouts are expected to observe quiet time.

\* All Scouts will adhere to the Outdoor Code.

\* Scouts are Never allowed in Adult tents unless it is their parent or legal guardian.

**OTHER SCOUTING ACTIVITIES**

**Philmont Scout Ranch.** Over the past few years we have been fortunate to have contingents to the premier BSA High Adventure Program. Philmont Scout Ranch provides an unforgettable adventure in sky-high backpacking country along hundreds of miles of rugged, rocky trails. Program features combine the best of the Old West - horseback riding, burro packing, gold panning, chuck wagon dinners, and interpretive history - with exciting challenges for today, such as rock climbing, burro racing, mountain biking, and .30-06 rifle shooting. It's an unbeatable recipe for fast-moving fun and the outdoors.

**Spring Break Activity**. The troop tries to have a long distance (250+ miles) activity during spring break. This includes visits to historic sites such as the Vicksburg Battlefield or the USS Lexington. Camping may or may not be a part of these activities.

**Space Camp.** We try to make a trip to Space Camp in Houston at least every other year in the fall which may include visits to the USS Texas Battleship and the San Jacinto Monument.

**Religious Emblems.** "A Scout is reverent." All Scouts show this by being faithful in their duty to God. You may go further and give a special service. This may qualify you for a religious emblem (*p. 413 - 416, Boy Scout Handbook)*. Each faith has its own requirements for earning its emblem. You should contact your religious leader for further information if you are interested in earning your religious award. Workbooks for these awards can be purchased at the Scout Shop.

**Order of the Arrow.** The Order of the Arrow is a national brotherhood of Scout campers. The honor of becoming a member of the Order of the Arrow is one that you cannot set out to earn on your own. The members of your troop bestow this honor on you. This is done when you have proven yourself worthy of receiving it through active participation in troop activities. To be eligible for election into the Order of the Arrow, you must be an outstanding, unselfish camper, be at least First Class in rank and have 15 days/nights of camping within the past 2 years including 1 week at summer camp.

**Twin Arrows Junior Leader Training Conference.** The Twin Arrows – National Youth Leadership Training (NYLT) program is the Longhorn Council's premier Junior Leader Training program. There are four courses each year; each course covers a span of six days each. The spring and both summer courses are held at SR2 and the winter course is held at Camp Tahuaya. Scouts must be at least 13 years old (typically a few months prior to a course) and must be at least of First Class rank at the time of the application. We traditionally get two-three slots per course. *If a scout is interested fills out an application and gets the Scout Master’s approval.* Upon successful completion of the course, the Scouts may be asked back to staff future courses. The program began in 1964 and has been constantly updated to have the most current and comprehensive materials included. There are many traditions that are part to the program that have continued from the first course. It is considered an honor for Scouts to be picked to participate as candidates and also staffing of the courses. Our troop values trained scouts and pays 50% of the fee for any scout that attends a leadership course, which includes Twin Arrows or Aquatics School.

**BSA Lifeguard.** This program is generally available at summer camp and will result, when successfully completed, in receiving a Lifeguard certificate. This is not an easy award to achieve. See details on page 409 of the *Boy Scout Handbook*.

**TRANSPORTATION TO AND FROM OUTINGS**

As an obligation of their son’s membership in Troop 205, parents are expected to share driving and chaperoning of Scouts on campouts.

A few important things to remember for Scouts regarding transportation to and from events:

Permission slips are required for all events and must be signed and returned by the date indicated on the form. This is required.

Scouts should be sure to carry on their person sufficient money for a meal or snack on the trip (this is not included in the food or activity fees). It is not fair for drivers to pay for lunch or snacks and try to be reimbursed later. A sack lunch is another, alternative choice.

Scouts should be careful in the cars--they are guests of the driver. A "thank you" is appropriate and always appreciated by the driver. (A Scout is Courteous!).

**Scouts are discouraged from driving themselves on outings. If a scout does drive, it is the national policy that other scouts may not ride with him.**

*Scouts are not to leave meetings or outings early without prior parental consent that should be communicated to the Scoutmaster and the Senior Patrol Leader.*

Finally, friends of scouts who are not members of Troop 205 may attend an outing prior to joining with permission of the Scoutmaster.

**YOUTH PROTECTION**

Extensive guidelines for Youth Protection may be found in the Guide to Safe Scouting at http://www.scouting.org/. Here is a brief extract from that site:

\* Two-deep leadership. Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings.

\* No one-on-one contact. One-on-one contact between adults and youth members is not permitted. In situations that require personal

Conferences, such as a Scoutmaster's conference, the meeting is to be

conducted in view of other adults and youths.

\* Respect of privacy. Adult leaders must respect the privacy of youth

members in situations such as changing clothes and taking showers at

camp.

\* Separate accommodations. When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian.

\* Proper preparation for high-adventure activities. Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.

\* All aspects of the Scouting program are open to observation by parents and leaders.

\* Appropriate attire. Proper clothing for activities is required.

\* Constructive discipline. Discipline used in Scouting should be

constructive and reflect Scouting's values. Corporal punishment is

never permitted.

\* Hazing prohibited. Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.

\* Junior leader training and supervision. Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.

*Remember Scouting is for Boys--let them do the work, plan the trip, cook*

*the meals, etc. Work as much as possible through the youth leadership. If*

*you take the lead, they will never learn how to do it themselves. It's OK if*

*they don't do it the "right way" or "your way"--they will often learn more by*

*doing it their way. Thus, we try to do everything possible through the youth*

*leaders--but stand ready to support them when necessary.*

*Give the Scouts some space. If you are in the middle of everything, you*

*have to deal with everything. It is better to keep your distance and deal*

*only with those issues you wish.*

*We emphasize the patrol system. The troop is too large to camp, hike, etc.,*

*as one large unit. Also the patrol system is fundamental to Scouting.*

*Thus, all activities are planned around patrols and each patrol should have*

*its own campsite--slightly apart from the others. (But not so far apart that*

*the Scoutmasters cannot keep track of them.)*

**Discipline Policies**

**Troop 205**

**Behavior Expectations and Discipline Policy**

**WHAT WE EXPECT FROM OUR SCOUTS:**
- Live by the Scout Oath, Law, Motto, and Slogan.
- Participate in meetings, events and fundraisers.
- Help out in his patrol and work as a team.
-Maintain reasonable self-control when not under direct supervision.
- Respect for other people's property.
- Respect for adult leaders.

- Respect and obedience toward his youth leaders.
- Obedience when given a valid direct order by a youth or adult leader.
- Unwillingness to tolerate bad behavior, by himself or others.

– Follow published Troop policies and guidelines

- But above all, to ENJOY SCOUTING!

**Discipline Policy**

Scouts of Troop 205 are responsible for following the Scout Oath (Promise) and Scout Law at all times. In addition, Scouts are responsible for following the instructions of youth and adult leaders and for behaving in a safe, cooperative, and conscientious manner. In any instance that a Scout shows flagrant disregard for those in a supervisory position (adult or youth), or matters involving safety, the Scout will be immediately suspended from troop activities and directly dismissed to parental supervision. For other infractions, the following procedures will be followed:

The Senior Patrol Leader will counsel the Scout, explain the nature of the misbehavior, and offer suggestions for improvement.

If a behavior continues the SPL will inform an adult leader (with the Senior Patrol Leader) who will counsel the Scout, explain the nature of the misbehavior, and offer suggestions for improvement.

Adult leadership will keep a written record of discipline problems. This record will be accessed only when a scout is having extensive discipline issues and will be reviewed by the committee if further disciplinary process is necessary. This record is to be kept in a bound book that is kept in a secured location by the designated Assistant Scoutmaster.

If a Scout fails to respond appropriately to the provided guidance, the Scout's parent/guardian(s) will be notified and asked to intervene to correct the Scout's behavior problem. Parents may be asked to pick up the scout regardless of the distance or time of day.

If a Scout fails to respond to intervention by parent/guardian(s), the Scoutmaster and Troop Committee Chairman will schedule meetings with the parent/guardian(s) to develop a mutually agreeable plan to help the Scout correct the behavior. A first meeting without the scout would be followed by a second with the scout present. A decision will be made on requirements to be fulfilled by the scout in order to return to full participation in the Troop. This may include service work, reports, or other tasks deemed appropriate by the Scoutmaster and Committee Chairman. Parents feeling that the requests are too strenuous may appeal to the full Troop Committee.

In extreme situations, the Troop Committee may decide to require parental supervision during troop events and/or to restrict the Scout's participation in troop activities.

In the most extreme circumstances, the scout may be removed from the troop. This will only be done by vote of the Troop Committee (registered committee members only may vote) based on input from the Scoutmasters and from the scout and his parents.

In any case, the scout will be expected to apologize to those offended by his actions whether youth or adult. This may include a formal apology to the entire troop if the actions are deemed to have reflected on the troop.

**This Troop Discipline Policy shall be renewed each March. A new copy will be distributed and signed by each member of the Troop.**

**TROOP 205**

**Information Form**

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

Scout’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age:\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers: **H**: \_\_\_-\_\_\_-\_\_\_\_\_\_C: \_\_\_\_-\_\_\_\_-\_\_\_\_ W: \_\_\_\_-\_\_\_\_-\_\_\_\_

Secondary Contact Person(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers: **H**: \_\_\_-\_\_\_-\_\_\_\_\_\_C: \_\_\_\_-\_\_\_\_-\_\_\_\_ W: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Medication**

I authorize, in my absence,a Troop 205 Scout Leader to administer **over the counter / prescription medicine\* (circle one, or both)** to my Scout while participating in Scouting activities.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(\*All medications must be in original packaging with the dosage clearly stated with the Scouts name.)

**Behavior Expectations and Discipline Policy**

We have read and understand the Troop 205 “behavior expectations and discipline policy” and agree to abide by them.

Scout Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TROOP 205**

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**ALLIANCE UNITED METHODIST CHURCH**

**FORT WORTH, TEXAS**

**Leading the way... …since 1999**

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**Scout Leadership Positions
Duties and Responsibilities**



Leading the way...

What does that mean?

Think about being a Cub Scout. You came to den meetings and did a lot of different and fun things. But who decided what to do and who planned the activities? The Den Leaders, right?

Sports teams are a lot of fun, too. But who decides who plays what position, who's on the starting lineup and when to substitute? The coach, right?

There is one thing that makes Scouting different from all other youth groups.

Do you know what it is?

Well, it is not the uniform. Every soccer, basketball, and baseball team has a uniform.
 It is not the fun activities. There are a lot of other things that are fun.
 And it certainly isn't cleaning dirty pots and pans on a campout!

**What makes Scouting special is that YOU make the decisions!**

That's right! YOU run the troop.

Baden-Powell made it very plain in Aids to Scoutmastership when he wrote,

“The best progress is made in those Troops where power and responsibility are really put into the hands of the Patrol Leaders.”

This is real decision making power. And it's not just Patrol Leaders. All of the troop leadership positions have a hand in making the Troop run. As a troop leader you will:
 Plan and run troop meetings,
 Pick troop outings, where to camp, what to do,
 Plan advancement opportunities for all troop members
 Select High-Adventure programs
 Determine troop policy
 Help other Scouts along the trail to Eagle.

Sound cool? It really is!

The adults are there to provide support but **YOU** will be making the decisions.

Because being a leader is more than just sewing on a patch we have put together job descriptions for the troop leadership positions. They will give you a good idea of what each job is all about and what you will be required to do.

Here's how to be considered for a position.

First read the job descriptions, qualifications, and job responsibilities. Then decide what you want to do and talk it over with your parents. You can also talk it over with other Scouts who have served in that position. Finally, get a troop job application form, fill it out, have your parent(s) read and sign it and turn it in.

So, are you ready to "Lead the way"? We sure hope so!

**ALL LEADER POSITIONS**

**GENERAL LEADERSHIP RESPONSIBILITIES**

 **Uniform:** Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations, hat, belt and socks.

 **Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do. Don’t let others act in ways that are not the Scouting way.

 **Attendance:** Set the example by being an active Scout. Be on-time for meetings and activities. You must call the Senior Patrol Leader or your Patrol Leader if you are not going to be at a meeting or if you suddenly have to miss an outing. If you are the SPL or Patrol Leader you will need to make sure that the Assistant Senior Patrol Leader or Assistant Patrol Leader is ready to assume your responsibilities for the day.

 **Troop 205
Leadership Position Description**

**SENIOR PATROL LEADER**

**GENERAL INFORMATION**

 **Type:** Elected by the members of the troop

 **Term:** 6 months

 **Reports to:** Scoutmaster

 **Description:** The Senior Patrol Leader is elected by the Scouts to represent them as the top junior leader in the troop.

 **Comments:** The Senior Patrol Leader is the focal point of the troop. He needs to attend as close to all troop functions as possible. One of the major parts of the SPL's job is to appoint other troop leaders. He must choose leaders who are able, not just his friends or other popular Scouts.

**QUALIFICATIONS**

 **Age:** none but prefer that they have been to Twin Arrows

 **Rank:** 1st Class or higher

 **Experience:** Previous service as SPL, ASPL, PL, or APL

 **Attendance:** 75% over previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Runs all troop meetings, events, activities, and the annual program planning conference.

 Runs the Patrol Leader's Council meeting.

 Appoints other troop junior leaders with the advice and counsel of the Scoutmaster.

 Assigns duties and responsibilities to junior leaders.

 Assists the Scoutmaster with Junior Leader Training.



**Troop 205
Leadership Position Description**

**ASSISTANT SENIOR PATROL LEADER**

**GENERAL INFORMATION**

 **Type:** Appointed by the Senior Patrol Leader

 **Term:** 6 months

 **Reports to:** Senior Patrol Leader

 **Description:** The Assistant Senior Patrol Leader is the second highest ranking patrol leader in the troop. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.

 **Comments:** The most important part of the ASPL position is his work with the other junior leaders. The ASPL should be familiar with the other positions and stay current with the work being done.

**QUALIFICATIONS**

 **Age:** none

 **Rank:** 1st Class or higher

 **Experience:** none

 **Attendance:** 60% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Helps the Senior Patrol Leader lead meetings and activities.

 Runs the troop in the absence of the Senior Patrol Leader.

 Helps train and supervise the Troop Scribe, Quartermaster, Instructor, Librarian, Historian, and Chaplin Aide.

 Serves as a member of the Patrol Leader's Council.



**Troop 205
Leadership Position Description**

**JUNIOR ASSISTANT SCOUTMASTER**

**GENERAL INFORMATION**

 **Type:** Appointed by the Scoutmaster

 **Term:** 1 year

 **Reports to:** Scoutmaster

 **Description:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old and not yet 18. He's appointed by the Scoutmaster because of his leadership ability.

 **Comments:** In many cases the JASM has the same responsibilities as an Assistant Scoutmaster.

**QUALIFICATIONS**

 **Age:** At least 16 years old

 **Rank:** Eagle

 **Experience:** Previous leadership positions

 **Attendance:** 75% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Functions as an Assistant Scoutmaster.

 Performs duties as assigned by the Scoutmaster.



**Troop 205
Leadership Position Description**

**PATROL LEADER**

**GENERAL INFORMATION**

 **Type:** Elected by members of the patrol

 **Term:** 6 months

 **Reports to:** Senior Patrol Leader

 **Description:** The Patrol Leader is the elected leader of his patrol. He represents his patrol on the Patrol Leader's Council.

 **Comments:** The Patrol Leader may easily be the most important job in the troop. He has the closest contact with the patrol members and is in the perfect position to help and guide them. The Patrol Leaders, along with the Senior Patrol Leader and Assistant Senior Patrol Leader are the primary members of the Patrol Leaders' Council.

**QUALIFICATIONS**

 **Age:** none

 **Rank:** none

 **Experience:** none

 **Attendance:** 75% over previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Appoints the Assistant Patrol Leader.

 Represents the patrol on the Patrol Leader's Council

 Insures Attendance is logged and Dues are collected

 Plans and steers patrol meetings

 Helps Scouts advance

 Acts as the chief recruiter of new Scouts

 Keeps patrol members informed

 Knows what his patrol members and other leaders can do



**Troop 205**

**Leadership Position Description**

**INSTRUCTOR**

**GENERAL INFORMATION**

 **Type:** Appointed by the Scoutmaster

 **Term:** 1 year

 **Reports to:** Scoutmaster

 **Description:** The Instructor teaches Scouting skills.

 **Comments:** The Instructor will work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The troop can have more than one instructor.

**QUALIFICATIONS**

 **Age:** 14 or older

 **Rank:** 1st Class or higher

 **Experience:** none

 **Attendance:** 60% over previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Teaches basic Scouting skills in troop and patrols.



**Troop 205
Leadership Position Description**

**TROOP GUIDE**

**GENERAL INFORMATION**

 **Type:** Appointed by the Scoutmaster

 **Term:** 1 year

 **Reports to:** Scoutmaster

 **Description:** The Troop Guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

 **Comments:** The first year as a Boy Scout is a critical time with new places, new people, new rules, and new activities. The Troop Guide is a friend to the new Scouts and makes first year fun and successful. This is an important position.

**QUALIFICATIONS**

 **Age:** none

 **Rank:** 1st Class or higher

 **Experience:** none

 **Attendance:** 75% over previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Introduces new Scouts to troop operations.

 Guides new Scouts through early Scouting activities

 Shields new Scouts from harassment by older Scouts.

 Helps new Scouts earn First Class in their first year.

 Teaches basic Scout skills.

 Coaches the patrol leader of the new Scout patrol on his duties.

 Works with the patrol leader at Patrol Leaders' Council meetings.

 Attends Patrol Leaders' Council meetings with the patrol leader of the new Scout patrol.

 Assists the Assistant Scoutmaster with training.

 Counsels individual Scouts on scouting challenges.



**Troop 205
Leadership Position Description**

**DEN CHIEF**

**GENERAL INFORMATION**

 **Type:** Appointed by the Scoutmaster

 **Term:** 1 year

 **Reports to:** Scoutmaster and Den Leader

 **Description:** The Den Chief works with the Cub Scouts, Webelos Scouts, and Den Leaders in the Cub Scout pack.

 **Comments:** The Den Chief provides a knowledge of games and Scout skills that many Den Leaders lack. The Den Chief is also a recruiter for the troop. This function is important because no troop can thrive without new members and most new members will come from Cub Scouting.

**QUALIFICATIONS**

 **Age:** none

 **Rank:** First Classor higher

 **Experience:** none

 **Attendance:** 75% over previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 In terms of attendance with your den, you are expected to attend 90% of den meetings and pack functions. You must inform the Den Leader if you will be absent.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Knows the purposes of Cub Scouting

 Helps Cub Scouts advance through Cub Scout ranks.

 Encourages Cub Scouts to join a Boy Scout troop upon graduation.

 Assists with activities in the den meetings.

 Friendly to all boys in the den.

 Helps out at weekly den meetings and monthly pack meetings.

 Meets with adult members of the den, pack, and troop as necessary.



**Troop 205
Leadership Position Description**

**ASSISTANT PATROL LEADER**

**GENERAL INFORMATION**

 **Type:** Appointed by the Patrol Leader

 **Term:** 6 months

 **Reports to:** Patrol Leader

 **Description:** The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.

 **Comments:** Substituting for the Patrol Leader is only part of the Assistant Patrol Leader's job. The APL actively helps run the patrol.

**QUALIFICATIONS**

 **Age:** none

 **Rank:** none

 **Experience:** none

 **Attendance:** 60% over previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Helps the Patrol Leader plan and steer patrol meetings and activities.

 Helps the Patrol Leader keep patrol members informed.

 Helps the patrol get ready for all troop activities.

 Represents his patrol at Patrol Leader's Council meetings when the Patrol Leader cannot attend.

 Lends a hand controlling the patrol and building patrol spirit.



**Troop 205
Leadership Position Description**

**CHAPLIN AIDE**

**GENERAL INFORMATION**

 **Type:** Appointed by the Senior Patrol Leader

 **Term:** 6 months

 **Reports to:** Assistant Senior Patrol Leader

 **Description:** The Chaplin Aide works with the Troop Chaplin to meet the religious needs of Scouts in the troop. He also works to promote the religious awards program.

 **Comments:** "Duty to God" is one of the core beliefs of Scouting. The Chaplin Aide helps everyone in the troop by preparing short religious observations for campouts and other functions. The Chaplin Aide does not always lead the observation himself and can have other troop member’s help.

**QUALIFICATIONS**

 **Age:** none

 **Rank:** none

 **Experience:** none

 **Attendance:** 60% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Assists the Troop Chaplin with religious services at troop activities.

 Tells Scouts about the religious emblem program for their faith.

 Makes sure religious holidays are considered during troop program planning.

 Helps plan for religious observance in troop activities.



**Troop 205
Leadership Position Description**

**TROOP HISTORIAN**

**GENERAL INFORMATION**

 **Type:** Appointed by the Senior Patrol Leader

 **Term:** 6 months

 **Reports to:** Assistant Senior Patrol Leader

 **Description:** The Troop Historian keeps a historical record or scrapbook of troop activities.

 **Comments:** The true value of a good Historian does not show up until years later. The Historian provides material for displays and presentations of current activities. In addition, the work of the Historian provides a link with the past.

**QUALIFICATIONS**

 **Age:** none

 **Rank:** none

 **Experience:** none, but interest in photography is helpful

 **Attendance:** 75% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 80% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.

 Takes care of troop trophies, ribbons, and souvenirs of troop activities.

 Keeps information about former members of the troop.



 **Troop 205
Leadership Position Description**

**TROOP LIBRARIAN**

**GENERAL INFORMATION**

 **Type:** Appointed by the Senior Patrol Leader

 **Term:** 6 months

 **Reports to:** Assistant Senior Patrol Leader

 **Description:** The Troop Librarian takes care of troop literature.

 **Comments:** The library contains books of historical value as well as current materials. All together, the library is a troop resource worth hundreds of dollars. The Librarian manages this resource for the troop.

**QUALIFICATIONS**

 **Age:** none

 **Rank:** none

 **Experience:** none

 **Attendance:** 50% over the previous 6 months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 60% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Sets up and takes care of a troop library

 Keeps records of books and pamphlets owned by the troop.

 Adds new or replacement items as needed.

 Keeps books and pamphlets available for borrowing.

 Keeps a system for checking books and pamphlets in and out.

 Follows up on late returns.

 Issues vouchers for purchase of used merit badge books.



**Troop 205
Leadership Position Description**

**TROOP QUARTERMASTER**

**GENERAL INFORMATION**

 **Type:** Appointed by the Senior Patrol Leader

 **Term:** 6 months

 **Reports to:** Assistant Senior Patrol Leader

 **Description:** The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

 **Comments:** The Quartermaster does most of his work around campouts. There are times when the Quartermaster has to be available to check equipment in and out.

**QUALIFICATIONS**

 **Age:** none

 **Rank:** none

 **Experience:** none

 **Attendance:** 60% over the previous six months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Keeps records on patrol and troop equipment

 Makes sure equipment is in good working condition

 Issues equipment and makes sure it is returned in good condition

 Makes suggestions for new or replacement items

 Works with the Troop Committee member responsible for equipment

 Gets the US, troop, and patrol flags for meetings and ceremonies and puts them away afterwards.



**Troop 205
Leadership Position Description**

**TROOP SCRIBE**

**GENERAL INFORMATION**

 **Type:** Appointed by the Senior Patrol Leader

 **Term:** 6 months

 **Reports to:** Assistant Senior Patrol Leader

 **Description:** The Scribe keeps the troop records. He records the activities of the Patrol Leaders' Council and keeps a record of dues, advancement, and Scout attendance at troop meetings.

 **Comments:** To be a good Scribe you need to attend nearly all troop and Patrol Leaders' Council meetings.

**QUALIFICATIONS**

 **Age:** none

 **Rank:** none

 **Experience:** none

 **Attendance:** 60% over the previous six months

**PERFORMANCE REQUIREMENTS**

 **Training:** You must attend the troop Junior Leader Training even if you have attended in the past.

 **Attendance:** You are expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, you can be removed from office.

 **Effort:** You are expected to give this job your best effort.

**SPECIFIC LEADERSHIP RESPONSIBILITIES**

 Attends and keeps a log of Patrol Leaders' Council meetings

 Works with the Troop Committee members responsible for records.

**Troop 205

Leadership Position Application**

Your Name: Age:

Current Rank:

Current Position: Previous Positions:

 Attendance (6 months): (get from Troop Scribe records)

List your first three choices

|  |  |  |
| --- | --- | --- |
| **1st Choice** | **2nd Choice** | **3rd Choice** |
|  |  |  |

For your first choice, use this space to tell why you want this job, how you would do the job, and why you are the best choice for this position.

Scout's Agreement

I have read the job descriptions for these positions. I understand the duties and responsibilities and if selected will carry them out to the best of my ability.

 (Signature) (Date)

Parent's Support Agreement

I agree with the commitment my son is making. I promise to support him in attending training, troop meetings, and troop activities as well as with encouragement at home. I realize that once selected his presence is necessary for the smooth functioning of the troop.

 (Signature) (Date)

**Troop 205**

**Troop Leadership Requirement**

**Self Evaluation**

Each scout must complete the following questions and return to their Scoutmaster prior to their Star, Life and Eagle Scoutmaster Conferences. Accepting one of the troop leadership positions (Senior Patrol Leader, Assistant Senior Patrol Leader, Junior Assistant Scoutmaster, Troop Guide, Instructor, Patrol Leader, Scribe, Quartermaster, Chaplain Aid, OA Rep., Den Chief, Librarian and Historian) are positions that should be taken seriously, and service credited towards rank advancements is something that should be earned. The purpose of the self evaluation is to give the scout a chance to describe what they learned and why they feel they have earned credit for the time in the position. This Evaluation will provide valuable feedback on how we can better help the scout and the troop.

1. What was your leadership position and when did you hold this position?
2. What did you do as part of your leadership position?
3. How many troop activities did you serve in an active role in your position? Please describe; PLCs, troop meetings, campouts, other troop activities and Den/Pack activities as part of your tenure.
4. Tell how you helped a scout complete a rank advancement requirement or a merit badge requirements in your role?
5. What other leadership positions interest you and why?
6. What did you enjoy most about this position?
7. Do you feel that you have earned credit for this leadership position, if so why