

Troop 81

Guidelines

2006

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Chapter 1

INTRODUCTION

Welcome to the Troop 81 family. Since 1910 it has been the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law. This is also the mission of Troop 81.

Troop 81 was founded in 1934 and is the oldest continuous running scout troop in the Indian Prairie District.

Boy Scouts works toward three aims.

- Moral Strength and Character
- Participating Citizenship
- Development of Physical, Mental and Emotional Fitness

To accomplish these aims, Boy Scouting has developed its program using eight methods.

- Ideals – The ideals of scouting are in the Scout Oath, Law, Motto, and Slogan. The Scout measures himself against these ideals and continually tries to improve.
- Patrols – The patrol method gives Scouts an experience in group living and participating citizenship.
- Outdoors – Boy Scouting is designed to take place outdoors.
- Advancement – Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The scout plans his advancement and progress at his own pace.
- Personal Growth – As scouts plan their activities and progress toward their goals, they experience personal growth.
- Leadership Development – Boy Scouting encourages boys to learn and practice leadership skills.
- Uniform – The uniform makes the scout troop visible as a force for good and creates a positive youth image in the community.

Working as a team in support of the troop and its Scoutmaster, we can help our youth members to develop the confidence, skills, character, and mental fitness that will allow them to give quality leadership to a changing society.

Chapter 2

ORGANIZATION

The Boy Scouts of America (BSA) was incorporated on February 8, 1910 and chartered by congress in 1916 to provide an educational program for boys and young adults. Boy Scouts was modeled after the Scouting movement founded by Robert Baden-Powell in England in 1908.

A volunteer board of directors, the National Executive Board, leads the BSA's National Council. This board's function is to develop programs; set and maintain quality standards in training, leadership selection, uniforming, registration records, literature development, and advancement requirements; and publish *Boys' Life* and *Scouting* Magazines.

The National Council then issues a charter to each local council. The USA is divided into over 300 local councils.

COUNCIL

The local council's responsibilities include:

- Granting Charters to community organizations
- Promoting the Scouting Program
- Registration of units and council personnel
- Providing facilities and leadership for a year-round outdoor program, including summer camp
- Offering training in a timely manner

Troop 81's local council is Three Fires Council.

DISTRICT

A Scouting District is a geographical area within the local council. Each District has a district committee composed of key district scouters. This committee does not make policy, but rather works through charter organizations to assure the success of the troops. There are several District Committees formed to do this work.

- Membership
- Finance
- Advancement and Recognition
- Camp and Outdoor Promotion
- Activities and Civic Service

The District for Troop 81 is Indian Prairie District. Our District provides training for adult volunteers, provides district programs for our troop, and helps coordinate the Friends of Scouting campaign. There is a Unit Commissioner that is assigned to our troop who will provide direct coaching and consultation to the troop committee and Scoutmaster if and when needed.

CHARTERED ORGANIZATION

Troop 81 is owned by a Chartered Organization (CO), which received a national charter yearly to use the Scouting program as part of its youth work. Troop 81's first charter organization was First Congressional Church. In the 1940's the Loyal Order of the Moose become the CO. In 2003 River Glen Presbyterian Church became our Chartered Organization.

The Chartered Organization provides a meeting place and chooses a Chartered Organization Representative.

Troop 81's current Chartered Organization Representative is Terry Moore.

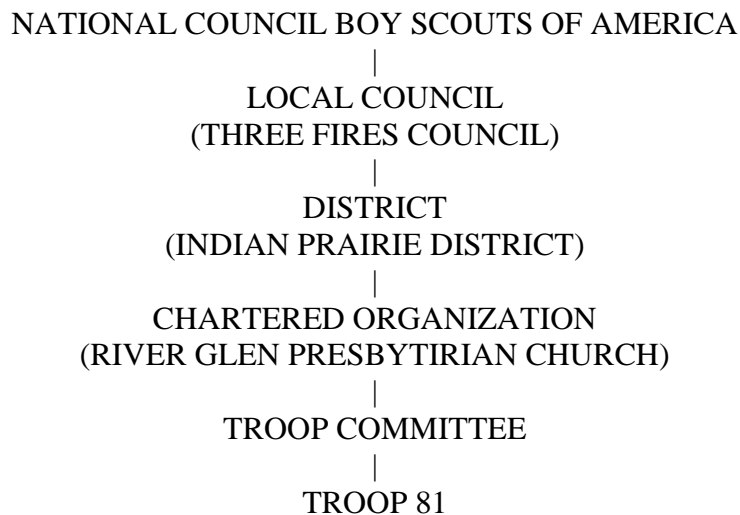
This representative works with the troop by:

- He has final approval for Scoutmasters, Troop Committee Chair and troop committee members.
- He serves as liaison between Troop 81 and River Glen Church
- He assists with unit re-chartering
- He encourages service to River Glen Church.

TROOP COMMITTEE

The troop committee's primary responsibilities are supporting the Scoutmaster in delivering a quality troop program, and handling troop administration. The troop committee determines the budget, troop policies, and overall direction for the troop. The committee meetings are held monthly on the first Sunday of the month at 7 p.m. unless notified otherwise.

ORGANIZATION CHART



Chapter 3

TROOP COMMITTEE ORGANIZATION AND RESPONSIBILITIES

The troop committee is the troop's board of directors and supports the troop program. The troop committee is made up of adult volunteers that meet monthly to ensure the program is being operated under the BSA guidelines and ensure the financial success of the troop. All open positions will be posted in the Newsletter and announced at both the committee meetings and the troop meetings. All committee members are encouraged to be present at the monthly committee meetings and report as required. The committee meets the first Sunday of every month at 7:00pm at River Glen Church unless otherwise notified. All scout parents and registered scouters with Troop 81 present have the ability to vote on all committee issues. (Uniforms for these positions are optional but encouraged.)

The Troop Committee does the following:

- Ensures that quality adult leadership is recruited and trained
- Provides adequate meeting facilities
- Advises the Scoutmaster on policies relating to Boy Scouting and the Chartered Organization
- Supports leaders in carrying out the program
- Responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for troop property
- Ensures the troop has an outdoor program (minimum 10 days and nights per year)
- Serves on Boards of Review and Courts of Honor
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program
- Provides for the special needs and assistance some boys may require
- Helps with the Friends of Scouting campaign
- Assists the Scoutmaster with handling boy behavioral problems

There is no maximum limit to the number of troop committee members. The minimum number is three adults, ages 21 or older.

For the Troop Committee members there is a three-hour training session that is the single best introduction to troop committee operations. This is highly recommended for all committee members. The training explains the various committee positions and duties in detail.

COMMITTEE CHAIR – the committee as a whole elects this position. The committee makes a recommendation to the Chartered Organization Representative. The chair has the responsibility of coordinating all committee meetings. They are also responsible for taking the lead on finding adult volunteers, and to assure that the troop is following the Boy Scout Guidelines.

The duties of the Committee Chair include:

- Organize the committee to see that all functions are delegated, coordinated, and completed
- Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster
- Interpret national and local policies to the troop
- Prepare troop committee meeting agendas
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called
- Ensure troop representation at monthly District Roundtables
- Secure top-notch, trained individuals for troop leadership
- Arrange for charter review and re-charter annually
- Plan the charter presentation
- Maintain the troop resource survey
- Assign all open positions on the committee

SECRETARY

The Duties of the Secretary include:

- Keep the minutes of the meetings and send out committee meeting notices
- At each meeting, report the minutes of the previous meeting
- Prepare all correspondence with donors
- Update the Troop Guidelines

NEWSLETTER

The Duties include:

- Prepare a family newsletter of troop events and activities on a monthly basis
- Distribute the troop roster on an as needed basis
- Distribute an annual troop resource survey

ROSTER EDITOR

The Duties include:

- Maintain a troop and parent roster to include addresses, phone numbers and e-mail addresses
- Assist Committee Chairman with re-chartering
- Maintains the Troop 81 e-mail alias

TREASURER

The duties of the Treasurer include:

- Handle all troop funds
- Pay bills, on recommendation of the Scoutmaster and authorization of the troop committee
- Maintain a checking and saving accounts
- Keep adequate records in the Troop Record Book
- Lead in the preparation of the annual troop budget
- Report to the troop committee at each meeting
- Supervise the camp savings
- Maintain individual scout accounts and financial records for summer camp and high adventure
- Maintain BSA store account and signature cards
- With the Scoutmaster, administer the scholarship funding of deserving scouts

PANCAKE BREAKFAST COORDINATOR

The Duties of the Pancake Breakfast Coordinator include:

- Determine and secure location of event
- Assign subcommittee coordinators
 - ✓ Signs
 - ✓ Equipment
 - ✓ Ticket Sales
 - ✓ Advertising
 - ✓ Money Collection
 - ✓ Procurement

FOS COORDINATOR

The Duties of the FOS Coordinator include:

- Lead the Friends of Scouting campaign
- Keep records, as required by the Council

OUTDOOR/ACTIVITIES COORDINATOR

The Duties of the Outdoor/Activities Coordinator include:

- Serve as transportation coordinator
- Report to the troop committee at each meeting
- Provide “permission slips” and collect fees for monthly activities
- Keep records of scout participation in monthly activities
- Secure camping and tour permits for monthly activities
- Secure reservations for monthly activities
- Coordinate departure for monthly activities
- Coordinate return from monthly activities
- Coordinate drivers for Troop 81 activities
- Maintain drivers insurance records

SOCIAL AND FAMILY ACTIVITIES COORDINATOR –

The duties of the Social and Family Activities Coordinator include:

- Coordinate hospitality for Courts of Honor
- Coordinate hospitality for holiday party
- Secure needed permission and permits for social activities
- Recruit adult and scout help with set-up, service and clean up for social activities

ADVANCEMENT COORDINATOR(s) –

The duties of the Advancement Coordinator (s) include:

- Work with the patrol mentors to maintain all scout advancement records
- Arrange quarterly troop Board of Review and Courts of Honor
- Make a prompt report on the correct form to the council service center when a troop Board of Review is held
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature

AWARDS COORDINATOR

The duties of the Awards Coordinator include:

- Secure all badges, certificates and plaques
- Acquire special events patches as needed

MERIT BADGE COUNSELOR COORDINATOR

The duties of the Merit badge Counselor Coordinator include:

- Recruit and train parents, adult leaders, and adult community leaders to serve as counselors
- Develop and maintain a merit badge counselor list
- Encourage participation in the merit badge counselor program
- Prepare renewal of merit badge counselors on an annual basis

CHAPLAIN

The duties of the Chaplain include:

- Provide a spiritual tone for troop meetings and activities
- Give guidance to the Chaplain Aide
- Promote regular participation of each member in the activities of the religious organization of his choice
- Give spiritual counseling service when needed or requested
- Encourage scouts to earn their appropriate religious emblems

TRAINING COORDINATOR

The Duties of the Training Coordinator include:

- Ensure troop leaders and committee members have opportunities for training
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources
- Be responsible for BSA Youth Protection Training within the troop
- Encourage periodic Junior Leader Training within the troop
- Maintain records of all adult training

EQUIPMENT COORDINATOR/QUARTERMASTER

The Duties of the Equipment Coordinator include:

- Supervise and help the troop procure camping equipment
- Work with the Quartermaster on inventory and proper storage and maintenance of all troop equipment
- Make periodic safety checks on all troop camping gear, and encourage scouts in the safe use and care of all outdoor equipment

MEMBERSHIP COORDINATOR

The Duties of the Membership Coordinator include:

- Work with the Cubmasters and Webelos Den Leaders of area Cub Scout packs to provide a smooth transition from pack to troop
- Assist in the crossover ceremony from Webelos scouts to Boy Scouts
- Plan and coordinate a troop open house to invite non-Scouts into the troop
- Encourage Scouts to invite their friends to join the troop.

UNIFORM/CLOTHING COORDINATOR

The Duties of the Uniform/Clothing Coordinator include:

- Maintain inventory of red Troop 81 class "B" t-shirts
- Maintain inventory of troop hats and scarves
- Coordinate used uniform sales
- Provide a monthly opportunity to purchase clothing, hats, scarves, and t-shirts

TENURE

Like all jobs in scouting, troop committee members serve for a year at a time. At charter renewal time, an inventory should be conducted to identify leadership needs. The troop Committee Chair should fill each open committee position.

Chapter 4

HOW OUR SCOUT TROOP WORKS

THE SCOUTMASTER

The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and Assistant Scoutmasters work directly with the scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop. It is the Scoutmaster's job to work with the Senior Patrol Leader (SPL) to ensure a quality-scouting program. The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is selected and recruited by the troop committee. The Scoutmaster reports to the troop committee on a monthly basis.

The Scoutmasters duties include:

- Train and guide boy leaders
- Work with other responsible adults to bring scouting to the boys
- Use the methods of scouting to achieve the aims of scouting

Meetings

The Scoutmaster will:

- Meet monthly with the Patrol Leaders' Council (PLC) for training and coordination in planning troop activities
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute
- Attend troop committee meetings
- Conduct periodic parent sessions to share the program and encourage parent participation and cooperation
- Take part in annual membership inventory and uniform inspection, charter review meeting and charter presentation

Guidance

- The Scoutmaster will:
- Conduct Scoutmaster Conferences for all rank advancements
- Provide a systematic recruiting plan for new members and see that they are promptly registered
- Delegate responsibility to other adults and groups (Assistant Scoutmasters, troop committee) so that they have a real part in troop operations
- Supervise troop elections for the Order of the Arrow

Activities

- The Scoutmaster will:
- Make it possible for each scout to experience at least 10 days and nights of camping each year
- Participate in Council and District events
- Build a strong program by using proven methods presented in scouting literature
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the BSA

ASSISTANT SCOUTMASTERS

To fulfill obligations to the troop, the Scoutmaster, with the assistance of the troop committee, recruits Assistant Scoutmasters to help operate the troop. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership standards set by the BSA. An Assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence.

PATROL MENTOR

Troop 81 has developed a patrol mentor program. The patrol mentor is an Assistant Scoutmaster, who has been assigned to a patrol and works with the Patrol Leader to ensure patrol safety and direction. Parents are encouraged to contact their scout's patrol mentor with any questions or concerns that cannot or are not appropriate to ask the Patrol Leader.

MEMBERSHIP

The flow of new Scouts is an essential element of a healthy scout troop. Boys, joining a troop, bring fresh enthusiasm and energy to the entire program. Membership is a shared concern of all adult leaders.

PATROLS

The scout troop is made up of patrols. Scouting has utilized the patrol system to develop team skills and facilitate a boy run troop. The definition of a patrol is a team of scouts that work together throughout their scouting career. It is the Senior Patrol Leader's responsibility to work with the Scoutmaster to ensure the patrols are the ideal size and are made up of differing aged boys. First year scouts are assigned to a special transition patrol to help them get started in the troop without feeling overwhelmed. ~~Troop 81 has 6 patrols consisting of Blackhawk, Eagle, Wolverine, Scorpion, and the two new scout patrols, Muskie and Moose.~~ Each patrol consists of 15 – 20 boys who work together. Each patrol elects its own boy leader every six months, called a Patrol Leader.

The new-scout patrol (Moose, Muskie) is composed of new members who have not entered the seventh grade.

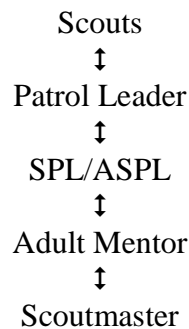
The experienced-scout patrol (Blackhawk, Eagle, Wolverine, & Scorpion) is for boys who are age 12 and older or in their second year of boy scouts.

THE PATROL METHOD

Within the larger community of the troop, the patrol is a scout's family circle. The patrol is made up of boys of various ages, ranks, and experience levels. The patrol helps its members develop a sense of pride and identity. The boys themselves elect a Patrol Leader and assign the jobs to be done.

FLOW OF COMMUNICATION

As is encouraged by the BSA, Troop 81 is a boy led troop. That means the boys make the decisions on what they want to do and are, with the help of the adult leaders, responsible to make it work. The flow of information is very important to maintain the integrity of the system and the delicate balance of allowing the boys to make their own decisions and adults providing the necessary input without dictating the answer.



At each point in the chain, the question may be answered. However, if the person does not feel qualified to address the issue, it proceeds to the next person. Most troop wide issues are handled by the SPL/ASPL with guidance from the Scoutmaster.

TROOP YOUTH LEADERS

The troop is actually run by its boy leaders. With the guidance of the Scoutmaster and assistants, they plan the program, conduct troop meetings, and provide leadership among their peers.

JUNIOR LEADER POSITIONS

SENIOR PATROL LEADER – This is the top junior leader position in the troop.

His Responsibilities include:

- Preside over troop meetings, events, activities and Courts of Honor
- Lead the Patrol Leaders' Council (PLC)
- Appoints other junior leaders with the scoutmaster's assistance
- Assigns specific responsibilities as needed
- Determines, with the assistance of the Scoutmaster, what disciplinary action should be taken for improper behavior
- Reports to the Scoutmaster

He is elected by the other troop members and serves a six-month term.

ASSISTANT SENIOR PATROL LEADER – This position fills in for the Senior Patrol Leader in his absence. He is appointed by the SPL.

His responsibilities include giving training to the:

- Quartermaster
- Scribe
- Order of the Arrow troop representative
- Troop Historian
- Librarian
- Instructors
- Guide
- Chaplain Aide

TROOP HISTORIAN – collects and maintains troop memorabilia, pictures and information on troop activity. He is appointed by the SPL.

LIBRARIAN – keeps the troop's books, pamphlets, magazines, and merit badge counselor lists available for use by the troop members. He is appointed by the SPL.

INSTRUCTOR – teaches one or more advancement skills to troop members; teaches basic scout skills to the "New-Scout Patrol." He is appointed by the SPL.

CHAPLAIN AIDE – assists in troop religious services and promotes religious emblems programs. He is appointed by the SPL.

JUNIOR ASSISTANT SCOUTMASTER – a scout 16 or older who supervises and supports other boy leaders as assigned. He is appointed by the Scoutmaster.

PATROL LEADER – give leadership to members of his patrol and represents them on the Patrol Leaders' Council (PLC). He is elected by the patrol every six months. The Patrol Leader is also responsible for coordinating patrol activities and assisting in the advancements of its members. Scouts should direct questions, comments, or concerns to the patrol leader. The Patrol Leaders report to the SPL and are required to participate in the troop's activities.

ASSISTANT PATROL LEADER – fills in for the Patrol Leader in his absence. The Patrol Leader appoints him.

ORDER OF THE ARROW TROOP REPRESENTATIVE – keeps the troop informed on all Order of the Arrow activities. He is appointed by the SPL.

TROOP GUIDE – adviser and guide to the “New-Scout Patrol(s).” He is appointed by the SPL.

QUARTERMASTER – responsible for troop supplies and equipment. The troop Quartermaster oversees the care of all of the troop's equipment. The Patrol Quartermaster is responsible for the supplies and equipment of the specific patrol. The troop Quartermaster is appointed by the SPL.

SCRIBE – the troop secretary. He takes the minutes of the PLC meetings and provides the troop Newsletter Coordinator with weekly announcements and PLC meeting minutes. He is appointed by the SPL.

WEBMASTER – Maintains and updates the troop web site. He is appointed by the SPL

THE PATROL LEADERS' COUNCIL (PLC)

The Patrol Leaders' Council, *not the adult leaders*, is responsible for planning and conducting the troop's activities. The Patrol Leaders' Council is composed of the following voting members:

- Senior Patrol Leader
- Assistant Senior Patrol Leader (s)
- Patrol Leaders
- Troop Guide
- Scribe
- OA Troop Representative
- Historian
- Librarian
- Instructor
- Chaplain Aide
- Jr. Assistant Scoutmaster
- Troop Guide
- Quartermaster
- Webmaster
- All scouts with star rank or higher

The PLC meets the first Sunday of each month to plan troop meetings, campouts and other troop activities. The Scoutmaster is generally the only troop adult that participates in this meeting. It is at this meeting where scouts have a chance to voice their concerns and assist in the future direction of the troop. The troop committee interacts with the Patrol Leaders' Council through the Scoutmaster and the Senior Patrol Leader.

ANNUAL PROGRAM PLANNING CONFERENCE

The troop's activities are selected and planned at the annual program planning conference, normally held in August. The Senior Patrol Leader then submits the troop's yearly plan to the troop committee for its information.

SCOUT EXPECTATIONS AND RULES

- **Participation:** In order to be considered an active Scout, each Scout is expected to participate in a minimum of 50% of the troop meetings and 50% of the campouts. The troop realizes that there are many activities for young men to participate in however, to have a successful scouting program we need them to have a commitment to our troop. *(If a scout does not have 50% participation, they may not be prepared, and therefore they may not be able to participate in summer camp, high adventures and obtain certain rank advancements.)*

- **Discipline:** The Senior Patrol Leader, with the assistance of the Scoutmaster, is responsible for addressing most misbehavior and implements any discipline activity. We are guests of River Glen Church and all camping facilities, and we wish to remain in good standing. If there is unacceptable behavior at a troop meeting or campout the boy will be warned once. If he still does not wish to comply, he will be asked to leave. *This will result in a call home for the parent to pick him up immediately. As stated, the discipline will apply to boys during campouts as well; no matter how far from home or time of day, and the parent will need to pick the boy up as soon as possible.*

TROOP MEETINGS

Troop meetings will be held on Thursdays, from 7 to 8:30pm, at River Glen Church. We ask that the scouts arrive by 7pm and are picked up promptly at 8:30pm. Parents are welcome to stay during the meeting for announcements and to meet and talk with other parents and adult leaders of the troop. If siblings must accompany you please keep them with you during the meeting, to avoid disruption.

From time to time another facility may be needed to conduct our weekly meetings. If this happens, your scout will receive a call from his Patrol Leader prior to the meeting indicating the substitute location. (Don't forget to check our web site, www.troop81.org, for announcements.)

During the summer, summer being defined as the last day of the school year through the first day of the new school year, the troop meets every other Thursday from the first Thursday following summer camp until the first Thursday of the school year. Reminders will be provided prior to the implementation of every other week meetings.

UNIFORMS

Uniforms are to be worn during all scouting activities. We have two types of uniforms, Class "A" and Class "B".

Class "A" uniforms are required for all troop meetings during the school year, Courts of Honor, Boards of Review, service projects and travel to and from campouts or scouting activities.

Class "A" uniform consists of:

- Troop 81 official hat
- Troop 81 neckerchief (scout bolo is allowed for Star rank and above)
- BSA belt
- Khaki scout shirt with red shoulder tabs, American flag, Three Fires Council shoulder strip, year bar, 81 numerals and any other appropriate patches
- Shoes in proper condition and appropriate for the activity

Class “B” uniforms are worn during summer (Memorial Day to Labor Day) troop meetings, campouts and other scouting activities. Shirts are to be kept tucked in the pants. Class “B” uniforms may be purchased during the first troop meeting of each month.

Class “B” uniform consists of:

- Troop 81 official hat
- Troop 81 red T-shirt
- BSA belt
- Shoes in proper condition and appropriate for the activity

Scouts will not be able to attend a scouting activity without the proper attire and appropriate equipment.

UNIFORM EXCHANGE PROGRAM

The troop has also developed a used uniform program. This is where outgrown uniforms are turned into the troop and resold for a very nominal price. Proceeds of this sale go into the general troop fund.

SAFETY

All safety issues will be addressed based on the Boy Scouts of America Health and Safety Guide and the Guide to Safe Scouting. The Guide to Safe Scouting is at all scout meetings and outdoor events.

Chapter 5

SELECTING AND RECRUITING ADULT LEADERS

SCOUTMASTER

The key function of our troop committee is assisting in the selections of the best possible person to be our Scoutmaster. Our Scoutmaster will be a role model for the boys and will reflect the character of the Chartered Organization. The Scoutmaster must be a kind of person we would want our own sons to be influenced by and whose judgment will always be in their best interest.

Recommended step to select the Scoutmaster:

- Committee will meet and develop a prospect list of Scoutmasters
 - Prospects should:
 - ✓ Live up to the values of the Scout Oath and Law in their daily lives
 - ✓ Be committed to the ideals of scouting
 - ✓ Have high moral standards
 - ✓ Have the ability to relate to boys
 - ✓ Have the ability to keep a “cool head” under pressure
 - ✓ Have good organizational skills
 - ✓ Have the ability to relate to and interact with adults
 - ✓ Have flexibility and the ability to compromise
 - ✓ Have good planning ability
 - ✓ Have a high Energy Level
 - ✓ Have good attention to detail
- Rank the prospects. The Committee should agree on the rank of the top three prospects in preferential order
- Clear the list with the head of the Chartered Organization
- Select three people from the committee to contact the number one prospect
- Have the prospect complete an application to join the BSA
- Once the prospect has accepted the position and has been approved as a leader, a representative from the local council will contact the new leader

ASSISTANT SCOUTMASTERS

The same standards used to determine the best prospect for Scoutmaster should also be used to qualify Assistant Scoutmasters. The Scoutmaster selects the Assistant Scoutmasters of Troop 81.

RECRUITING COMMITTEE MEMBERS

The minimum number of committee members required is three adults' ages 21 and older. As with securing a Scoutmaster, to get qualified adults involved with our troop we must first identify good people, and then recruit them. Our main source of committee members is our troop parents. A survey of the parents will inform the committee what professions, special interest, skills, and resources are available to the troop.

Chapter 6

TROOP FINANCES

TROOP FINANCES

Proper management of the troop's finances will allow our troop to achieve its program goals. The recording, disbursing, and budgeting of troop funds, along with fund-raising is the responsibility of the troop committee and its Treasurer.

TROOP BANK ACCOUNT

Troop 81 has a checking account and a savings account at a local Bank. The current signers on the account are the Treasurer, Scoutmaster, and one Assistant Scoutmaster. Troop funds are recorded and deposited as needed into the troop account. A log of deposits and disbursements are kept. All disbursements from the checking account are in line with the committee-approved budget.

SCOUT ACCOUNT

When a scout becomes a member of Troop 81, the troop will open an account for them. This account is used to record major expenses (e.g. summer camp, high adventure) and hold any money the scout earns during the troops annual fund-raiser. The funds in this account can be used for monthly camping fees, summer camp fees, and high adventure fees or to purchase any scout related equipment. The troop Treasurer is responsible for maintaining this account and an annual notice of the scout's balance will be provided to the scout and his parents/guardian, before the annual troop re-chartering registration.

The Treasurer will maintain financial records for each scout within the troop. The scout may not withdraw from this account without proper documentation on the disbursement of these funds. Upon a scout transferring to another troop, the account may be transferred to that troop. The balance of the scout account may only be used while the scout is active in scouting. Scout accounts are not the property of the scout.

ANNUAL BUDGET

The troop budget is a plan for receiving and spending troop funds. Immediately after approval of the troop's annual program plan, the Scoutmaster and the committee Treasurer along with several other selected budget committee members selected by the Treasurer, will start the preparation of the annual budget. BSA Troop 81's fiscal year is January to December. The committee prepares the budget for presentation and approval by the entire committee in January.

The troop incomes include:

- Pancake Breakfast Revenue
- Monthly campouts fees
- Summer Camp fees
- High Adventure fees
- Donations
- Registration fees

The troop expenses include:

- Membership registration fees
- Troop insurance
- Advancement and rank badges
- Unit charter fee
- Equipment expenses
- Summer Camp
- Monthly campouts
- High Adventure
- Supplies expenses
- Training expenses
- Pancake breakfast expenses

EXPENSES

Initial Registration: The initial registration is set annually by the Troop Committee. It is payable upon completing the registration form. All checks should be made payable to Troop 81. The registration covers the scout's registration with the Boy Scouts of America, hat, neckerchief, slide, scout handbook, epilates, advancements, Boy's Life magazine and troop operating expenses.

Re-registration: The fee for re-registration is set annually by the Troop Committee. However if the scout meets participation guidelines during the fundraiser, this fee will be paid by the troop. (Please read the section on the troop's annual fund-raiser for more information.) Scouts that do not meet the participation guidelines will be charged the re-registration fee payable by March 1st each year.

Campout: There is a per scout camping fee. This fee is set by the Troop Committee. This money goes to the purchase of food and all fees associated with the activity. There is also a fee for adult volunteers attending campouts to cover the cost of food. There is no fee for the troop Scoutmaster and Assistant Scoutmasters.

Scholarship Program: The committee has set aside funds to assist scouts whose family cannot financially afford the expenses associated with scouting activities within Naperville BSA Troop 81. This program is completely confidential and administered by the troop Committee Chair, Treasurer, and Scoutmaster only. Any parent or guardian who needs financial assistance for their scout should contact the troop Committee Chair, Treasurer or Scoutmaster for more information. Scholarship assistance is available to the scout, but not parents or guardians of the scout. This scholarship program is completely confidential. Scholarships may be partial (e.g. assistance just for summer camp) or full. Scholarships must be renewed annually by contacting the Troop Treasurer in December.

Scholarship Requirements:

1. The scout must have a legitimate need for the scholarship supported and verified by the Committee Chair, Scoutmaster, or Treasurer of BSA Naperville Troop 81. (The program is strictly confidential)
2. The scout must participate in at least 50% of regular troop meetings each month and 50% of activities each month.
3. The scout must participate in the required minimum number of pancake ticket sales sessions plus an additional two selling sessions and also in the pancake breakfast event to qualify for scholarship the following year.
4. The scout needs to advance one rank per year until achieving the rank of First Class.
5. The scout needs to earn at least three (3) merit badges, one of which is eagle required, per year.
6. The BSA Troop 81 committee will review troop scholarship requirements annually at the March committee meeting (but not individuals on scholarship).
7. Scholarship expenditures will be recorded by the Treasurer. Expenses will be reported in aggregate (no attribution to those on scholarship) in the monthly financial report.
8. The Troop 81 funds allocated to Scholarships will be determined annually at the beginning of the troop budget year.
9. The Troop 81 Treasurer is responsible for administration of the program.
10. Scholarship funds can be used for any scout related activity.
11. For larger expenses such as summer camp or high adventure funding, partial scholarships (e.g. 50% of funding) are preferred before full scholarships.
12. Available scout account funds will be depleted before scholarship funds are applied.

Chapter 7

TROOP FUNDRAISER

TROOP FUNDRAISER

Troop 81 has elected to conduct one fund-raiser per year, the “Pancake Breakfast.” The money raised at pancake breakfast is used to purchase scout awards, camping equipment, to re-register scouts and offset a portion of a scout’s camping costs (Summer Camp, High Adventure, camping equipment). This event is usually held the first Saturday in November at Naperville North High School.

Scout Expectations

Each Scout is expected to participate in four (4) three-hour selling sessions and work the day of the pancake breakfast. If a scout meets these expectations he will have his registration fee paid for by the troop, receive a percentage of what he sells placed in his scout account, and a flat amount determined by the Troop committee will be placed in his scout account for use toward his summer camp fees, high adventure fees or camping equipment. The percentage and flat amount is determined by the troop committee and influenced by the financial success of the fundraiser. If a scout does not meet the above expectations he will need to pay his next year’s registration fee and will not receive the flat fee benefit into his scout account.

High School age scouts are allowed two (2) alternate selling sessions but are expected to sell 2 sessions. Eagle scouts can have 4 alternate sessions. If high school scouts would like the flat amount added to their account they will need to sell three (3) of the four selling sessions. Scouts will be allowed to sell to family and friends and such sales will count as a selling sessions only if a minimum amount is raised. This amount is set annually by the Troop Committee.

Parent Expectations

The Pancake Breakfast is Troop 81’s only troop fundraiser. The troop requires that parents or guardians as well as scouts get involved in this fundraiser. The troop expectation is that a parent or guardian participates in one of the planning committees, work the day of the event, as well as transport the scouts in their vehicle during two selling sessions.

Fundraisers specific to High Adventure may also be held during the year. The high adventure coordinator and the scout participants will determine the requirements for participation in these fundraisers.

FRIENDS OF SCOUTING

The Three Fires Council provides many services to make the scouting program possible for our troop. These services include programs, support materials, training, advancement programs, activities, camping facilities, high-adventure opportunities, and personnel readily available to assist in making possible a better program for our troop.

Friends of Scouting (FOS) is a primary source of operating income for the council. Friends are those individuals with an interest in the Boy Scouts of America and a desire to support the program financially. The troop encourages 100% participation in the FOS program.

Chapter 8

ADVANCEMENT

ADVANCEMENT

Ranks are simply a means to an end, not an end in themselves. Everything scouts do to advance and earn these ranks, from the day they join until they leave the program, should be designed to help them have an exciting and meaningful experience.

EXPECTATIONS

Each scout is responsible for his own advancements. It is not the job of the Scoutmaster or Assistant Scoutmaster to ensure the advancement of the scout. If a parent has a concern that their scout is not advancing at the recommended pace, they are encouraged to recommend that the scout speak with his Patrol Leader, Senior Patrol Leader or patrol mentor.

FOUR STEP PROCESS

Boy Scout advancement is a four-step process

1. The Scout Learns – a scout learns by doing. As he learns, he grows in ability to do his part as a member of the patrol and the troop. As he develops knowledge and skill, he is asked to teach others. In this way he begins to develop leadership.
2. The Scout is Tested – his Patrol Leader, Scoutmaster, Assistant Scoutmaster, a troop committee member, or a member of his troop may test a scout on requirements.
3. The Scout is Reviewed – After a scout has completed all requirements for a rank, he has a Board of Review. For Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms, members of the troop committee and other trained parents conduct the review. The Eagle Board of Review is conducted in accordance with Three Fires Council procedures.
4. The Scout is Recognized – When the Board of Review has certified a scout's advancement, he will receive recognition at the next Court of Honor.

COMPLETING THE ADVANCEMENT REQUIREMENTS

Unlike Cub Scouts, parents are NOT allowed to sign off on advancement requirements. Only a Troop 81 scout holding the rank of Star or above is allowed to sign off on advancement.

SCOUTMASTER CONFERENCE

Scoutmaster conference is a requirement for every rank. The purpose of the conference is to advise and guide the scout in his troop participation and advancement.

BOARD OF REVIEW

Once the Scout has completed all requirements he must complete a Board of Review. The board is made up of a minimum of three troop committee members.

The review has three purposes:

1. To make sure that the work has been learned and completed
2. To find out what kind of experience the scout is having in his patrol and troop
3. To encourage the scout to progress further.

The Board of Review is not a time to retest the scout, but to determine the scout's attitude and his acceptance of scouting ideals. The review members should feel free to refer to the Boy Scout Handbook during the review. A certain amount of formality and meaningful questioning should be used during the review. Use questions that require a narrative answer.

Sample questions could include:

1. What do you like most in troop outdoor activities?
2. What new things did you do/learn on your latest campout/service project/troop meeting?
3. What did you learn/feel in giving service to others?
4. Why is being a Boy Scout important to you?
5. What are your goals in Scouting?

The scout is then asked to leave the room while the board members discuss his achievements. The decision of the Board of Review is arrived at through discussion and must be unanimous. If members are satisfied that the scout is ready to advance, he is called in, congratulated, and encouraged to continue his advancement to earn his next rank.

Boards of Reviews are held the first and third Thursday during troop meetings. The scout needs to inform the Advancement Coordinator at least one week in advance that he is requesting a Board of Review to assure committee member availability.

It is recommended that the scout review the requirements prior to attending the Board of Review. If the board feels the scout did not learn what was required, he may be asked to repeat the board after studying.

EAGLE BOARD OF REVIEW

A district advancement committee member and troop committee members do the Eagle Scout Board of Review. It is composed of a minimum of three members. The members do not have to be registered scouters, but must understand the importance of the rank and the Eagle Board of Review.

COURT OF HONOR

The Court of Honor is the award ceremony where all merit badges and rank advancements are presented. Typically there are four Courts of Honor per year. **Parent's participation at the Court of Honor is expected.** This is the time the scouts receive the benefit of their hard work. If your scout is not receiving an award it is important you are there to show your support to the other scouts.

MERIT BADGES

The ranks of Star, Life, and Eagle require that a scout earn a certain number of merit badges. Merit badges are awarded to scouts for fulfilling requirements in specific fields of interest. In all, there are more than 100 merit badges.

Merit badges are awarded to the scouts completing the requirements for the badge. Merit badges are earned during merit badge clinics, summer camp, troop meetings, and throughout the year, working independently with a merit badge counselor.

MERIT BADGE COUNSELORS

Merit badge counselors are needed to ensure our scouts have an opportunity to earn these experiences and badges. Each parent is asked to be available to lead a merit badge clinic.

The requirements of the merit badge counselor are:

- Be 18 years of age or older and of good character
- Be recognized as having sufficient skills and education in the subjects for which they are to serve as merit badge counselor
- Be registered as an adult member of the BSA

SERVICE PROJECTS

To help foster a sense of personal responsibility and citizenship, scouts are required to participate in a service project approved by the Scoutmaster for the ranks of Second Class, Star, Life, and Eagle.

The time of service must be a minimum of one hour for Second Class and six hours for Star and Life ranks. This may be done as an individual project or as a member of a patrol or troop project.

For Eagle Scouts the scout must plan, develop, and give leadership to others in a service project for any religious institution, school, or his community while he is a Life Scout. **Before any Eagle Scout Leadership Service Project is begun**, the district or council advancement chair, Scoutmaster, a committee member, and the beneficiary/entity benefiting from the project must approve it.

Chapter 9

CAMPOUTS

CAMPOUTS

Troop 81 is a camping troop and campouts are our primary monthly activity. In order for a campout to occur we need to have the proper amount of adult supervision and transportation. Adults may be called upon to drive to and/or from campouts if needed. If adults are needed to drive this does not mean they have to camp but they are certainly welcome.

Preparation and Equipment: Listed in the scout handbook and in the handbook provided by the troop is all the equipment the scout will need for campouts. Parents should review this list with their scouts and make sure all needed equipment is packed. This includes changes of clothing, extra pair of shoes, rain gear (even if rain is not forecasted) and other equipment needed for the weather. Also, scouts should make sure they have an appropriate sleeping bag for cold weather. **If the scout does not have the proper equipment they will not be allowed to go on the campout or will be sent home from the campout.**

Summer Camp: Summer camp occurs in late June or early July. Here the scouts go to a Boy Scout approved camp for one week along with the Scoutmaster, Assistant Scoutmasters, and adult leaders. During this week the scouts will work on merit badges while having a great time with other scouts. Scout's participation is greatly encouraged.

High Adventure: High adventure is a weeklong adventure for older scouts. The definition of an older scout is, 13 years or older at time of the outing with the rank of First Class or above. Some High Adventures have stricter definitions of an older scout.

TOUR PERMITS

Tour permits establish high standards of health and safety for the troop and assure parents and the council that the tour will be wisely planned, safe and fun.

Local Tour Permit Application –should be filed with the council service center two weeks in advance of a scheduled trip of less than 500 miles.

National Tour Permit Application – should be submitted to the local council office for approval at least one month before the departure of a trip of 500 miles or more. The council office forwards it to the regional office for its approval.

TRANSPORTATION

Safety is the number one concern when arranging transportation for the troop outings. Private cars or licensed buses should be used.

General guidelines are:

- All private vehicles must have a seat belt for each occupant
- All drivers must have a valid driver's license that has not been suspended or revoked for any reason
- An adult leader (at least 21 years of age) must be in charge and accompany the group
- The driver must be at least 18 years of age
- All vehicles must be covered by automobile liability insurance that limits that meet or exceed requirements of the state of Illinois
- Do not exceed the speed limit