

Guidelines for Scouts and Parents

**BSA Troop 680
Saint Louis Catholic Church**

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Introduction for New Scouts and Parents

Welcome!

You are joining a great bunch of folks in Troop 680 and over one million other boys across the country in the adventure of Scouting. We've got a good Troop and it will be even better with you as a member. In addition to this *Guide*, please refer to the Troop 680 PowerPoint Jump Start presentation on the web site listed on this *Guide's* cover page. **We're glad you're here!**

How Boy Scouting Differs from Cub Scouting

Boy Scouting differs from Cub Scouting. Some of these differences are worth noting right up front.

For Scouts...

- Unlike a Cub Scout den and pack, Boy Scout Troops are **boy-led organizations**. You and your fellow Scouts drive the decisions about Troop leadership, Troop activities and Troop outings.
- You earn the Scout patch by completing the joining requirements. You then may progress through the ranks: Tenderfoot, Second Class, First Class, Star, Life and Eagle.
- Advancement responsibility belongs to you. While your parents, older Scouts and, adult Troop leaders may help you along the way, you are responsible for knowing which skills you need to earn your next rank or merit badge, making the personal effort to learn those skills, and letting the Scoutmaster (SM) know when you are ready to demonstrate those skills.
- You must complete a Position of Responsibility requirement for each of the ranks of Star, Life and Eagle. Appendix B contains Position of Responsibility agreements outlining duties and requirements.
- Only adult Troop leaders registered with the BSA approve your rank advancement and merit badge accomplishments. Scouts designated by the Scoutmaster (SM) and the Senior Patrol Leader (SPL) may sign off requirements through First Class. The SM or designated Assistant Scoutmasters approve all rank advancements.

For Parents... The parents' role in the Scouting program also changes as a boy moves up to a Boy Scout Troop. **In the Boy Scout program, parents give the boy more opportunity to act on his own.**

- Parents' direct involvement includes:
 1. Volunteering through the Troop Committee – the Committee Chair knows the Troop's needs. Being personally involved shows your son how important his Scouting experience is to you, **and goes a long way towards sustaining his long-term participation in Scouting.** The list of committee members and adult troop leaders is provided on the Troop 680 web site.
 2. Supporting Troop meetings through the Troop Committee, e.g., as merit badge counselors, as Board of Review members, and as required by the Scoutmaster and Assistant Scoutmasters.

3. Helping on camping trips – This includes providing proper supervision and transportation to and from the outing. Scouts camp in their patrol campsites. Adults camp in a separate site with direct view of the Scouts' area.

- Parents who wish to become actively involved with the Troop should contact the Troop Committee Chair. The Chair has the paperwork necessary to register and information about potential opportunities to help through the Troop Committee and as an adult Scouter. Parents should also be aware of training requirements/certifications needed to work with the Troop (see below). These apply whether you are a uniformed leader or periodic volunteer with the Troop.
- Parents should spend time working on the Troop Committee before becoming directly involved with the boys as a Troop leader. This gives the adult time to learn how the Troop and the Troop Committee work together to provide a quality program.
- We encourage adults to help as Merit Badge Counselors, Committee Members, Patrol Advisors or Assistant Scoutmasters.

A Special Note for Parents

Your personal interest in your son's involvement with Scouting directly affects his success. You should take an active interest in his Scouting experience. You can do this in a number of ways:

- Look through your son's Scout Handbook when he comes home after **every** troop meeting and have him tell you about his progress on rank requirements. Check the record keeping section at the end of the The Boy Scout Handbook.
- Work with your son on his knot tying, map and compass, first aid, and the other skills.
- Attend every Court of Honor. The Court of Honor is the official ceremony when a scout formally receives recognition for rank advancement, merit badge patches/blue cards and other honors or awards. This ceremony formally recognizes and reinforces our Scouts' efforts and accomplishments. Every Scout is expected to attend (even if they are not receiving an award at that ceremony) to cheer their fellow Scouts' achievements. Having the whole family there for the honors makes it extra special. The bigger the audience the better!
- Parents play an important role in their son's activities. We recommend you sit down, discuss, and prioritize what is important to him at least semi-annually.
- Use the school calendar, sports calendar, the Troop *Guidelines*, Troop calendar, and emails on troop activities to establish your role in each of them.
- Realize that Scouts' participation in outdoor activities is a must for advancement.
- Summer Camp is a particularly important annual event and goes a long way towards ensuring the Scouts earn Merit Badges and maintain forward momentum on advancement. Historically the Troop has attended camps in PA and VA, usually around the end of June. If financial issues are a concern, see the Committee Chair or Scoutmaster as the Troop normally has the resources to assist Scouts with "scholarships."

Adult Leader Training

All adults working with Scouts require appropriate training. http://www.boyscouts-ncac.org/openrosters/view_homepage.asp?orgkey=1934 provides an overview. Arlington Diocese required Virtus training (see <http://www.virtus.org/virtus/>), which includes a seminar, completion of various forms including fingerprinting. For more information, contact the St. Louis School principal and see the St. Louis School and St. Louis Church web sites, <http://www.stlouisschool.org> and <http://www.saintlouisparish.org>, respectively. The District training calendar can be found at <http://boyscouts-ncac.org/openrosters/Calendar.asp?orgkey=1934>.

- **Summary of required training for Merit Badge Counselors**
 1. Youth Protection Training <http://www.boyscouts-ncac.org/openrosters/ViewOrgPageLink.asp?LinkKey=15972&orgkey=1934>
 2. Fast Start at <http://www.scouting.org/Training/Adult.aspx>
 3. Diocesan Virtus Training at <http://www.virtus.org/virtus/>

- **Summary of required training for Committee Members**
 1. Youth Protection Training <http://www.boyscouts-ncac.org/openrosters/ViewOrgPageLink.asp?LinkKey=15972&orgkey=1934>
 2. Fast Start at <http://www.scouting.org/Training/Adult.aspx>
 3. Troop Committee Challenge [TCC] <http://www.scouting.org/Training/Adult.aspx>
 4. Diocesan Virtus Training at <http://www.virtus.org/virtus/>

- **Summary of required training for Scoutmasters, Assistant Scoutmasters and Patrol Advisors**
 1. Youth Protection Training at <http://www.boyscouts-ncac.org/openrosters/ViewOrgPageLink.asp?LinkKey=15972&orgkey=1934>
 2. Fast Start at <http://olc.scouting.org/info/bsfs.html>
 3. New Leader Essentials <http://www.scouting.org/Training/Adult.aspx>
 4. Scout Master/Assistant Scoutmaster Specific Training
 5. Introduction to Outdoor Leader Skills [IOLS] (usually, Friday + Saturday campout) – see District calendar link above
 6. Diocesan Virtus Training at <http://www.virtus.org/virtus/>
 7. Recommended: Wood Badge for the 21st Century is the core leadership skills training course for the BSA; this course focuses on strengthening every volunteer's ability to work with and lead groups of youth and adults and is less focused on outdoor skills, which are more effectively addressed in other courses. For details, <http://boyscouts-ncac.org/openrosters/ViewOrgPageLink.asp?LinkKey=16143&orgkey=1934>

- Youth Protection Training information is <http://www.boyscouts-ncac.org/openrosters/ViewOrgPageLink.asp?LinkKey=15972&orgkey=1934>. This can be completed online at <http://www.scouting.org/Training/Adult.aspx>.

- The Troop presents a “Jump Start” session for new Scouts and Parents annually on the Saturday after Pack 680 bridges their Webelos Scouts. That information is collected in the power point presentation stored on the Troop 680 web site at [TBD](#), click Cubs/Webelos - Jumpstart

Section 1: Scouting Organization

BSA National Organization

Troop 680 is part of a large organization—the Boy Scouts of America (BSA). The BSA has over one million members across the country. You can learn more about the national BSA organization at their Web site: <http://www.bsa.Scouting.org>.

BSA Council

The BSA is made up of regional councils. The headquarters for our council, called the National Capital Area Council (NCAC), is in Bethesda, MD. More information about the council is available on their Web site: http://www.boyscouts-ncac.org/openrosters/view_homepage.asp?orgkey=370.

BSA District

The NCAC is made up of districts. Ours is called the Colonial District which covers the area south of the beltway and east of I-95 to the Potomac River. Almost all of the people who work for the Colonial District are volunteers. The district Web site is at: http://www.boyscouts-ncac.org/openrosters/view_homepage.asp?orgkey=2016.

Unit Commissioner. Trained and experienced volunteer leaders from the Colonial District, called Unit Commissioners, oversee the operations of Troops in every district. Usually, each Unit Commissioner oversees more than one Troop. Our Troop's Unit Commissioner is the best person for a parent to talk to if they are not able to resolve a problem with the Scoutmaster or the Troop Committee.

BSA Charter Organization

Troop 680 is chartered by the BSA to Saint Louis Catholic Church. The church as our Chartering Organization oversees our Troop program and has approval authority for adult leaders. The Troop's Charter Organization Representative (COR) is normally one of our parish priests.

Troop 680

Patrols are the building blocks of our Troop. Unlike Cub Scout dens, most patrols mix younger Scouts with older, more experienced Scouts. Beginning Scouts first join a New Scout Patrol to help them follow the recommended Boy Scout timeline (one year) towards First Class rank. At that point, there is often a realignment of patrols as the next set of new Scouts joins by bridging from Pack 680 and/or other packs in March. Patrol members elect their Patrol Leader.

Troop Committee. Volunteer parents, registered with BSA, make up our Troop Committee. The committee ensures our Troop has safe outings and has the resources needed to support our activities. Committee members receive training from the Colonial District in Troop leadership and in youth protection. They also require Virtus, the Diocese of Arlington youth protection training. Among its duties, the committee selects the Scoutmaster, raises and manages the money for our program, supports Troop awards and advancement ceremonies, and handles the paperwork between the Troop and the BSA council. The Troop Committee Chair is the best person for a parent to talk to if they are not able to resolve a problem with the Scoutmaster. One

parent for each Scout is expected to be involved in the program as a committee member, merit badge counselor or adult Troop leader. The Troop 680 web site lists the committee members and adult Troop leaders. The Troop Committee meets the last Sunday of the month, concurrent with the monthly PLC meeting.

Adult Troop Leaders

The Scoutmaster and the Assistant Scoutmasters are BSA registered adults working directly with the Scouts. The adult Troop leaders receive Troop leadership and youth protection training from the District. They also require Virtus training (see <http://www.virtus.org/virtus/>) from the Diocese of Arlington. The Scoutmaster serves as the link between the Troop Committee, provides guidance to the Senior Patrol Leader and the other Troop leaders in running the Troop program, and selects the Assistant Scoutmasters.

Boy Scout Troop Leaders

The Troop leaders are the Scouts who run Troop 680. Members of the Troop elect the key Troop Patrol Leaders about every six months. The Troop leaders must perform their duties as specified in the job descriptions/agreements listed in the Appendix for credit toward the 'Position of Responsibility' requirement. Troop leaders not able to meet all the requirements listed in their position agreement may have to repeat the time in the current position for it to count for advancement.

- **Senior Patrol Leader (SPL).** The SPL is the Scout elected by the Troop to lead the Troop. The SPL leads Troop meetings, outings, and coordinates Troop operations through the Assistant Senior Patrol Leader (ASPL) and the Patrol Leaders.
- **Assistant Senior Patrol Leader (ASPL).** ASPLs may be elected by the Troop, or may be appointed by the SPL, in either case with Scoutmaster approval. ASPLs assist the SPL and serve as Troop leaders when the SPL is absent. The ASPLs also help the SPL manage his immediate supporting staff: Troop Guide, Historian, Order of the Arrow Representative, Librarian, Quartermaster, Scribe, Instructor, Chaplain Aide, Den Chief, Leave No Trace Trainer, Webmaster, and Junior Assistant Scoutmaster. They also develop and lead skill-training programs for the Troop.
- **Patrol Leader (PL).** Each patrol elects a Patrol Leader from among its members; the Patrol Leader for the new Scout Patrol may be appointed by the SPL and Scoutmaster. The PL leads his patrol in meetings and outings. He is responsible for ensuring his patrol carries out its duties to the Troop. He is also responsible for representing his patrol members when the Patrol Leaders' Council meets to decide on plans for Troop outings and other activities. The Patrol Leader selects his Assistant Patrol Leader (APL), the Patrol quartermaster, and the Patrol scribe. If the Patrol leader cannot make it to the PLC, he will ask the APL to attend.
- **Staff positions.** In coordination with the SPL and the Scoutmaster, the ASPL oversees the work of the Troop staff:
 - **Troop Guide**, who works as a mentor with first year Scouts.

- **Historian**, who records the Troop's history and maintains an archive of Troop photos and documents.
- **Order of the Arrow Troop Representative**, who serves as a communication link between the Troop and the local Order of the Arrow lodge.
- **Librarian**, who manages the Troop's library of merit badge pamphlets and other literature.
- **Quartermaster**, who manages the Troop's equipment inventory.
- **Scribe**, who manages the Troop's web site and documents Troop rosters and program plans.
- **Instructor**, who provides training expertise in a specific area of Scout craft.
- **Chaplain Aide**, who assists the Troop chaplain in serving the religious needs of the Troop.
- **Den Chief**, who works with boys in a local Cub Scout den.
- **Leave No Trace Trainer**, who teaches Leave No Trace principles to the troop and ensures they are followed on outings.
- **Webmaster**, who maintains the Troop's website.

Note for new Scouts: Knowledge and experience are important to succeed in Troop leadership; Scouts normally must be First Class rank or above to serve in these Troop leader positions. Star is the minimum requirement for SPL and ASPL. Service in one or more of these leadership positions is required for advancement to Star, Life, and Eagle ranks. Younger Scouts should serve in positions within their patrol to gain leadership experience.

Patrol Leaders' Council (PLC). Led by the SPL, the PLC is made up of the Troop leaders. This group meets every month (usually on the last Sunday of each month, instead of a regular Troop meeting) to make plans for future Troop meetings and to decide on other Troop business—outings, policies, and Troop goals. Elections are held twice a year, normally in October and April. Training resources include: The Patrol Leader Handbook, The Senior Patrol Leader Handbook, Junior Leader Training (video and book), Troop-level junior leader training sessions. Each Patrol Leader should have his own copy of The Patrol Leader Handbook, and a notebook containing the Troop roster, the Target First Class report and the Target Eagle report (both reports available from the Troop advancements database). The PLC members are the SPL, ASLs, PLs and other troop leadership positions listed as staff positions above.

Section 2: About Our Troop Program

Scouting is an outdoor program. Our Troop emphasizes activities that teach and test you in your outdoor skills. Backpacking is an essential part of our outdoor program—and it's also a lot of fun! Our calendar and program plans run from September through August of the following year. At the end of this *Guidelines* document are details on the camping gear and other equipment you should have and where you can buy those items.

Annual Program Plan

The PLC has a special planning meeting in August to decide on the Troop's goals and objectives for the coming year. The PLC also decides what activities and outings the Troop should do. They look at school, church, and District calendars and decide when best to schedule Troop activities and outings. This is another opportunity for Scouts through their Patrol Leader to make sure the kinds of activities you and your fellow patrol members like to do are included in the Troop's plans. The PLC's Annual Plan is reviewed and approved by the Scoutmaster and the Troop Committee to ensure that the Troop has the funds and other resources to support the PLC's plans.

Calendar

Based on the Annual Plan, the Troop publishes their annual calendar at the beginning of the Troop program year (September) to provide everyone with plenty of notice about Troop activities and outings. This helps everyone minimize conflicts with their family calendars and maximize participation in Troop and advancement activities. Highlights of the Scout year include:

- Late Aug - Annual planning meeting
- Sep – First weekly meeting
- Oct – Colonial District Fall Camporee, St. Louis Fall Fest
- Nov – Scouting for Food
- Dec – Annual Troop Christmas Party
- Jan – Annual Scout Ski Trip to Ski Liberty
- Feb – Scout Sunday (may occur in early Mar), Colonial District Merit Badge Jamboree
- Mar – Jump Start
- Apr - Colonial District Spring Camporee
- May – Memorial Day Flags set up at the Alexandria National Cemetery
- Late Jun – Last Weekly Meeting, Summer Camp
- Troop outings, including camping trips, are planned around the above events, normally once or twice in the Fall and again in the Spring. A cold-weather camp out usually is planned for late Feb. Camping is often done by Patrol, so there are numerous opportunities to participate.
- Courts of Honor are scheduled at least 3 times during the year (in place of weekly meetings) to recognize Scouts who have earned Merit Badges, rank advancement, or otherwise participated in Scouting activities.

Advancement Opportunities

The PLC does its best to include training and advancement opportunities when planning campouts and other Troop activities. But, it is up to you to take advantage of those opportunities. If you participate in Troop activities on a regular basis, and do your best, you can expect to advance through the ranks and earn merit badges in a reasonable time. Be sure to read **Section 3** carefully for all the details on advancement.

Troop Meetings

Our Troop meets the first three Sundays (four in five-Sunday months) of every month from 5:30 pm to 6:45 pm. We meet in Walsh Hall unless Church activities preclude it. When this happens, you will be informed via e-mail as to the new meeting place. Most of our meetings include some kind of special presentation or skills instruction, as well as Patrol Meeting time and an inter-patrol game or competition you have helped put together through the PLC.

PLC Meetings

The last Sunday of the month is usually reserved for Patrol Leader Council (PLC) meetings, which we also have at the same time and place as our regular Troop meetings. The PLC meetings are **just for the SPL and the other Troop leaders**.

Scouts' Conduct at Troop Meetings and Outings

Courtesy and respect for fellow Scouts and leaders is always essential. Every Scout is expected to behave properly, not to speak out of turn, and to be courteous to others at all times. In addition to all the fun we have at our Troop meetings and on outings, we also do important Troop business. Scouts who are disruptive will be required to stay after the meeting and meet with the Troop leaders to address ways to eliminate disruptions. If they misbehave again, their parents will be called and they will be sent home from the meeting or from the outing—even if that outing is several hours drive from home.

Note: If a Scout's behavior fails to improve after the Scoutmaster discusses the problem with the Scout's parents, the Scoutmaster may decide to suspend the Scout from the Troop.

Scout Uniform Requirements

The uniform is a very important symbol of our identity as Scouts and as a unit. You are responsible for wearing your uniform correctly and at the right times. The Troop has two types of uniform, Class A and Class B.

Parts of the Class A Scout Uniform. The main parts of your Class A Scout uniform are:

- **Tan Scout shirt**, either short-sleeved or long-sleeved. The short-sleeved shirt is more economical since it can be worn year-round—even in the winter over a long-sleeved shirt.
- **Green Scout pants** (or green Scout shorts). No substitutes are allowed for scouts in the rank of Star, Life or Eagle. Scouts below the rank of Star have the option of wearing blue jeans or green/tan cargo pants in lieu of the green scout pants/shorts.
- **Belt**: green web belt with brass BSA buckle. The newer convertible pants have a built in belt.

- **Merit badge sash** is required for boards of review and courts of honor.
- Scout neckerchief and slide **are optional**.
- **Shoes and socks** may include sneakers and gym socks, since our meetings and outings typically involve physical activity. Boots are optional.
- **Scout caps are optional**.

Parts of the Class B Scout Uniform. The main parts of your Class B Scout uniform are:

- **Troop t-shirt.** The Troop designed these to wear at outings when the Scout is not wearing the Class A uniform. The basic design is a small circle printed on the front left side and the characters “T680” printed inside the circle. These are purchased in the Spring through the Troop.
- **Pants.** These are left at the discretion of the Troop leaders. The options are: green Scout pants, green Scout shorts, or other appropriate color/material combination such as blue jeans or tan/green cargo pants.
- **Belt.** green web belt with brass BSA buckle. No substitutes are allowed. The newer convertible pants have a built in belt.
- **Scout caps are optional.** Other baseball-style caps that have a Scout-related theme, such as a Scout camp, are acceptable substitutes for the Scout cap. **You are not allowed to wear hats which promote sports teams or other commercial themes with your Scout uniform at any time.**

Imitation of United States Armed Forces Uniforms is prohibited by the provisions of the organization’s charter. This means that scouts may not wear military garb or fatigues, including camouflage at any scout meeting or activity.

When to Wear Your Scout Uniform. Every Scout and registered adult leader is required to wear their uniform for all official functions unless your Patrol Leader specifically tells you otherwise. The Class A uniform is worn at all meetings and activities unless specifically stated by the Senior Patrol Leader. All scouts assigned to a position of responsibility are required to wear the Class A uniform to all meetings. The complete Class A uniform is mandatory for Scoutmaster Conferences and Boards of Review. The Class B uniform is designed for outings when the Class A uniform is not required.

Sewing Patches on Your Uniform. An easy way to get uniform patches to line up correctly is to first glue them on with a water-based white glue (like Elmer's) before sewing. After the glue has dried, the patch will stay in place while you sew the stitches. When you wash the shirt, the glue will wash out. Check your Scout Handbook for details on proper placement of your patches.

Where to Buy Uniforms and Other Scouting Items

The NCAC has a Scout Shop at 5234 Port Royal Road, in Springfield in the Ranvensworth Shopping Center (just outside the beltway (phone (703) 321-4836)). Other local sources for Scouting items in Alexandria are Robcyns (703) 379-7800 at 3660 King Street in the Bradlee Shopping Center, and the Ranger Surplus at 9514 B Main Street, Fairfax, (703) 426-1326. You can also call the BSA's catalog order line in North Carolina ((800) 323-0732) to request a Scout catalog or place an order.

Recycled Uniform Closet. Because Scout uniforms are made to be very tough, you will probably outgrow your uniform before you wear it out. We encourage you to turn in your outgrown uniform parts to the Troop. We recycle these for use by other Scouts. This saves money and keeps everyone in full uniform. That keeps our Troop looking sharp!

Troop Information Sources

- **Web Site.** Our Troop has a web site [TBD](#) which publishes information about upcoming events, district roundtable notes, 12-month calendar, adult leadership, etc.
- **Calendar.** The Troop maintains an annual activity calendar on the Troop 680 web site with monthly updates.
- **Troop Newsletter.** The Troop Committee would like to publish a quarterly newsletter to keep Scouts and parents informed about Troop activities and business; **Volunteer needed.**
- **Email.** The Troop maintains a complete e-mail list of parents as the primary way to distribute Troop information.

Troop Records. A Troop Committee member (Database Coordinator) maintains a computer database, which records the dates of completion for rank advancement requirements and merit badges throughout a Scout's career, along with participation in campouts, service projects, and other Troop activities. Scouts must also keep their own records of activities and requirement completions with associated dates (month, day and year). The database also includes some personal information (parents' names, address, telephone number, patrol, and leadership positions held in the Troop). The Patrol Leaders and the Senior Patrol Leader have copies of your records in their Patrol and Troop binders.

Scout Records. Scouts must keep their copy (Applicant Record) of merit badge cards and rank advancement cards they've earned in a safe place at home. One handy way to organize and store them is in plastic cardholder sheets (like those used for trading cards), which fit in a 3-ring binder. Also, the back of the Boy Scout Handbook, the Rank Requirements has a special layout to check and the adult leader to date and initial the completed requirements. It is a Scout's responsibility to keep good records of their advancement achievements; adult Patrol Guides will generally assist the younger Scouts. Check with the Troop Database Coordinator to verify accuracy and completeness of your Individual History Report at least quarterly. Contact the Scoutmaster or an Assistant Scoutmaster to resolve discrepancies. If a scout has to leave the Troop, his handbook and 3-ring binder become the primary record of achievements to carry over to a new Troop.

How We Pay for Our Troop Program

Scout Dues. Dues are \$100.00 per year for the first Scout in each family (about \$2.00 a week). Additional siblings pay \$50.00 per year. You should use your own allowance or money earned doing chores to pay your Troop dues. The Troop Committee treasurer will collect dues twice a year during the months of March (\$50) and September (\$50). The money we collect from dues payments helps the Troop pay for merit badges, rank patches, equipment, and other materials we need.

Fundraising. Our Troop sells evergreen wreaths during the Christmas season. Besides your dues payments, this is the other major source of money to pay for our Troop equipment, uniform patches, and other Troop expenses. This project also provides an opportunity for Scouts to earn money towards their summer camp fees.

Donations. The Knights of Columbus in the Mount Vernon area provide generous support to Troop 680 with donations to help pay for our equipment and other expenses.

Annual Membership Fee. Every year during February, the Troop must re-register Scouts with the BSA. Part of the registration includes paying a registration fee, which supports the BSA organization and pays for your subscription to Boy's Life magazine.

Section 3: Earning Ranks and Merit Badges

“...a boy cannot master the skills of the outdoors without learning something of the skills of living and working with other—outdoors or in...indeed, the advancement program may well be the most effective tool we have to stimulate in a boy the personal growth we want him to develop through Scouting.” ...from the Boy Scout Handbook

How Boy Scout Advancement Differs from Cub Scouting

Just as the Cub Scout program was tailored to your capabilities, so too the Boy Scout ranks increase in difficulty and challenge. Several big differences exist, though:

- The ranks are not tied to a particular age group. In fact, you can work on your Tenderfoot, Second Class and First Class requirements all at the same time, although the ranks will not be awarded out of sequence. See your Scout Handbook for a list of all rank advancement requirements.
- Individual effort is the foundation of advancement. You are responsible for knowing which skills you need to earn your next rank or merit badge, making the personal effort to learn those skills and letting the Scoutmaster know when you are ready to demonstrate those skills.
- Instead of Troop leaders being the sole instructors, we encourage the experienced boys to work with others in their patrol or the Troop on the skills they need to master.
- As it was with the WEBELOS, your parents can also help with your learning. But, **they cannot sign off the approval for your requirements. That is the responsibility of the Scoutmaster and the registered merit badge counselors.**

Four Steps to Rank Advancement

1. **Learning.** You learn new skills by taking part in Troop and patrol meetings and outdoor activities. The requirements for Tenderfoot, Second Class, and First Class are largely hands-on requirements, with each rank getting more challenging. The Troop Guide and senior Scouts in Instructor positions, as well as the Scoutmaster and Assistant Scoutmasters, may be involved in helping you learn the basic Scouting skills. Your parents can help you at home, too.
2. **Testing.** Your progress is the natural outcome of your active involvement in regular Scouting activities. When you think you have mastered a particular skill, let the Scoutmaster know. When the leaders see that you have mastered a given skill and satisfied a given requirement, they tell you so—and record your achievement in your Handbook, and in a computer database maintained by the Troop Database Coordinator.
3. **Review.** After you have passed all of the requirements for your next rank, you will meet with the Scoutmaster for a conference and then with a Board of Review.
 - a. The **Scoutmaster Conference (SMC)** will help you get to know the Scoutmaster and help him get to know you. This conference is usually short (about 10-15 minutes). You and the Scoutmaster will talk about what you have learned (the Scoutmaster may test you on some of those skills), things you like and dislike about the Troop, how you're getting along with the leaders and other Scouts, and your Scouting goals.

- b. The **Board of Review** (BOR) is a small group of parents (at least one of them is a registered Troop Committee member—at least three adults in all) you will meet with after your Scoutmaster Conference. The board's job is not to re-test you, but to make sure you have met all requirements for the rank, and to learn how you feel about your experiences with the Troop and with Scouting.
 - c. For an SMC and BOR you are required to have your Scout Handbook, wear the proper uniform and have a paper copy of your advancement report from the database.
4. **Award.** When the Board of Review has approved your advancement, you will receive your new rank badge as soon as possible, normally in a ceremony at the current or next Troop meeting. You will also be recognized again at the Troop's next Court of Honor. Our Troop has a Court of Honor every three to four months.

Merit Badges

As you progress toward First Class and higher ranks, you will spend much of your time working on merit badges. The BSA offers more than 100 badges you can earn. Some of these badges are required for promotion to Eagle Scout rank. Earning a merit badge requires you to work directly with a registered adult who serves as the counselor for that badge. Please refer to the list of the merit badge counselors registered with our Troop and some tips on the best way to earn particular merit badges on the Troop 680 web site. For a list of merit badges see <http://www.meritbadge.com>. You have four different opportunities to earn merit badges.

1. You may work directly with a registered counselor on a merit badge of interest to you; unless at a Scout function with several other Scouts and adults around, you must work with a buddy Scout and there must be two adults present (the Counselor and one other) to meet Youth Protection Training requirements.
2. You may be a member of a group within the Troop working on a specific merit badge.
3. You can participate in the District Merit Badge Jamboree held in February each year.
4. You may earn merit badges while attending summer camp with the Troop.

Note for new Scouts: Only BSA-registered adults registered with the Colonial District and the NCAC for a specific merit badge approve the award of that merit badge.

Steps to Earning a Merit Badge

1. As a Scout, you can learn about sports, crafts, science, trades, business and future careers as you earn merit badges. Any Boy Scout may earn any merit badge at any time. Talk to your Scoutmaster, Assistant Scoutmaster, Patrol Leader, Advancements Coordinator, Merit Badge Coordinator or parents about your interests. Read the requirements of the merit badges you think might interest you at <http://www.meritbadge.com>.
2. When you are ready to work on a badge, get a blue card (a three-part Merit Badge Application card used to record your completed work) from the Troop cabinet or merit badge coordinator. Ask the Scoutmaster for approval (indicated by his signature on your blue card) to start working on the merit badge you choose. At the end of the process, you will keep one part of the card, the counselor will keep one part and the Troop will keep one part for our records.

3. The Scoutmaster signs the "blue card" and optionally (for a very few long term merit badges, e.g., camping) records the start date of your merit badge effort in the Troop database.
4. You get a copy of that merit badge pamphlet (either borrowed from the Troop library or bought from a store) and review the requirements.
5. You contact a registered merit badge counselor for that badge (either a Troop 680 parent listed at the Troop web site or a Colonial District counselor) and schedule an appointment for instruction and testing. Many merit badges require several such sessions. Fill out the blue card with your personal information, counselor's personal information and name of merit badge to be earned. The counselor does not sign the blue card until all badge requirements are completed. You give the blue card to the merit badge counselor who maintains it until all requirements are completed.
6. Discuss the requirements with the counselor. Regular Troop meetings provide a great opportunity for this. The counselor will ask you to do each requirement to make sure that you know your stuff and have done or can do the things required. Take along the things you have written/made or take pictures if it is too big to move.
7. When the counselor is satisfied that you have finished all of the requirements, the counselor will sign your blue card, keep the Counselor Record portion of the card and give the other two parts of the card to the Troop advancements coordinator. The badge, merit badge card and your part of the blue card will be presented at the next Court of Honor. Keep the merit badge card and blue card safe in a binder. You will need these for Eagle rank.

Partial Merit Badges:

If you aren't able to complete all of the requirements with a counselor, the Merit Badge Counselor can initial each completed item on the back of the blue card. This is called earning a "partial." In this case, you will keep the whole card and try to complete it with another counselor at some other time in the future.

Deadlines.

There is NO DEADLINE for earning Merit Badges (other than your 18th birthday). Once you start working on a Merit Badge (i.e. obtain a signed "Blue Card" Application for the Merit Badge), have an initial discussion with a merit badge Counselor, and start working on the requirements), you may continue using those requirements until you complete the badge or turn 18 years of age. **There Is No One Year Limit On So-Called "Partials"**.

Merit Badge Changes.

If the requirements change while you are working on the badge, you may continue to use the OLD requirements until you complete the work, or you may use the new requirements. It is YOUR choice, and yours alone. A Scout may not choose a mix of old and new requirements.

Discontinued or Renamed Merit Badges

If a Merit Badge is discontinued while you are working on the badge, you may continue to work toward completing the badge, and get credit for earning the badge, until you turn 18. However, it may not be possible to obtain an actual merit badge patch once the local council's supply is exhausted.

If a discontinued Merit Badge is replaced with one or more other Merit Badges covering the same or similar topics (such as Rifle and Shotgun Shooting MB which was replaced by Rifle Shooting MB and Shotgun Shooting MB), a Scout that has earned the discontinued badge may also earn the new badge or badges. If the badge is simply renamed (such as Firemanship MB which was changed to Fire Safety MB), Scouts may NOT earn the badge again. If the badge number in BSA's numbering system is the same before and after the change, it is a renaming. If a new number is assigned, it is a replacement.

Troop 680's Eagle-Required Merit Badge Program/Schedule

Eagle-required merit badges are among the most challenging badges you will earn. In many cases, working on these projects with your fellow Scouts and helping each other along the way can make these challenges easier. Our Troop provides opportunities for you to earn many of the Eagle-required merit badges in a group setting. The Troop 680 current schedule of classes for Eagle-required merit badges is on the web site. The list of Eagle required merit badges includes: First Aid; Citizenship in the Community; Citizenship in the Nation; Citizenship in the World; Communications; Personal Fitness; Emergency Preparedness or Lifesaving; Environmental Science; Personal Management; Swimming or Hiking or Cycling; Camping; and Family Life.

Section 4: What Each Scout Should Have—*Be Prepared*

Boy Scout Handbook

The Boy Scout Handbook is **THE** guide to the Scouting adventure, which you can buy at the Scout Shop or another store that sells Scout items. Read it carefully and often—it is packed with good ideas about camping skills, Scoutcraft skills, and valuable information about you and the world around you.

Boy's Life Magazine

The magazine about Scouting. If possible, you should join the million other boys who subscribe to this great publication. Subscriptions can be included in your registration when you join or renew your membership in the Troop.

What Each Scout Should Not Have:

- **Personal Electronics.** Scouting is about fellowship. So, when we go on campouts and other outings, leave your CD player, video game players, and other personal electronic gear at home.
- **Long Knives.** For safety reasons, you are not allowed to carry a fixed blade (sheath) knife of any size or any other knife with a blade longer than 3 inches. Knives that are 3 inches or less in length are sufficient for our needs on the trail.
 - *Note for new Scouts: You must earn the right to carry a knife. For safety reasons, you are not allowed to carry any knife, hatchet or other sharp tool until you have earned your Totin' Chip badge. It signifies that you have mastered the skills for safe handling of woodcutting tools.*
 - *Mishandling your knife results in loss of your privilege to carry it until you satisfy the SM/SA that you understand and will comply with safe handling requirements.*
- **Prescription Drugs.** On Troop outings, any prescription medications your doctor requires you to take must be turned in to the adult leader who will keep your medicine and give you the amount needed for each dose. This helps the adult leaders stay informed about each Scout's medical condition.

Essential Backpacking Gear

While the Troop provides each patrol with much of the gear for camping, such as tents, and cooking equipment, each Scout must have basic personal gear suitable for carrying (compact and lightweight) on overnight hikes. The following summarizes the basic gear you need to enjoy our Troop's backpack camping program.

Gear Sources. Campmor mail-order camping supply company (1-888-226-7667, or on the web at www.campmor.com). Local suppliers with comparable offerings are Appalachian Outfitters (Oakton), REI (Bailey's Crossroads), Casual Adventure (703-527-0600), Galyans (Off I-66), and Ranger Surplus at 9514 B Main Street, Fairfax, 703-426-1326. .

Cost versus Value. The smaller and lighter the load, the more enjoyable the hike. When shopping for these items, always consider weight and packed size when comparing prices. These are often tradeoffs for lower price.

External Frame Backpack. This style of pack is best for carrying heavy loads on established trails; ideal for our Troop's backpacking program. These range in price from about \$60.00 and up. Several popular brands offer good external frame packs, including JanSport, CampTrails, and Kelty.

Lower-cost alternative: Local camping supply stores offer occasional sales. Also, camping outfitters and yard sales are good sources of used frame packs. Independent surplus stores carry low-cost (\$50.00) frame packs, though these may not be as durable as the Kelty or other popular backpacking brands.

Note: There is no good substitute for the basic function a frame pack serves. Every Scout will need a pack if he plans to participate in hikes and backpacking outings, so investing in a frame pack is only a marginal increase in cost.

Sleeping Bag. A "mummy" style bag is best for backpacking because it rolls up to a small, easily packable size. These range in price from about \$70.00 and up. The +20°F degree-rated bags (comfortable at +20 degrees Fahrenheit) with synthetic insulation provide the best balance of weight, cost and insulating value for three-season camping. (Bags with lower temperature ratings will be too warm in summer months.) With a liner (blanket, etc.) and thermal underwear, a +20-degree bag can be effective for winter camping too. Synthetic insulators (Hollofil II, Quallofil, etc.) provide adequate insulation at lower cost than natural down-insulated bags (the tradeoff is a slight increase in weight). Synthetics also provide better insulating performance when the bag gets wet.

Note: Rectangular bags are NOT recommended for backpacking. While many low-priced models can be found, most do not provide adequate insulation even during typical Spring and Fall camping and none of them pack to a manageable size.

Lower-cost alternative: In warm weather, a bedroll made of a sheet and lightweight blanket fastened with safety pins is a very effective (compact and lightweight) and comfortable alternative to a mummy bag. In cold weather (late fall through early spring in the Mid-Atlantic region), a warm-rated (+20 degrees or lower) mummy bag is essential.

Sleeping Pad. These pads provide both comfort and insulation from the cold ground. Two types are common: closed cell foam mats and self-inflating air mattresses with open-cell foam inside. The best balance of weight, pack size and cost is a 3/4-length pad. These effectively cushion and insulate the torso area. Self-inflating air mattresses with open-cell foam provide more insulating value and pack to a smaller size. However, closed cell foam mats are tougher and more durable.

Note: Beach-style inflatable air mattresses are NOT recommended. They are very unreliable, frequently developing leaks, provide no insulating value and are a poor value despite the low cost.

Recommend:

- 1.) Self-inflating open-cell foam air mattress: Therm-A-Rest brand's LiteFoam model 3/4 mattress—47" length; packs to 3"x26"; 11lb 6oz.
- 2.) Closed cell foam mat: Therm-A-Rest brand's Ridgerest Z-Rest model 3/4 pad—51" length; packs to 5"x20"; 12oz.

Lower-cost alternative: Closed cell foam mats that are bulkier than the Z-Rest are available for about half the price.

Hiking Boots. Every Scout needs comfortable shoes or boots that provide ankle support as well as hiking socks, usually a combination of a heavy pair of synthetic fiber over thin-wicking socks will keep your feet dry.

Recommend: Lightweight shoes or boots are best for Troop trail hiking. The most important factors are ankle support and proper fit—walking with blisters is extremely painful and will quickly take all of the fun out of a hike. Lightweight hiking shoes or boots should be fitted wearing hiking socks (usually thicker) that you will wear on the trail. The boots should fit comfortably but snug across the middle of the foot and leave enough space to fit a finger behind the heel when the foot is pushed forward against the toe of the boot. Boots with Gore-tex lining will keep your feet dry in rainy weather.

Note: Heavy, rigid-sole hiking boots are NOT recommended. They are too expensive and too heavy for relatively short-distance hiking on established trails. Their heavy treads also cause unnecessary damage to the trail.

Rain Gear. Every Scout should be prepared for an occasional rainstorm.

Recommend: A top and bottom raincoat with vents to provide proper air circulation. An emergency poncho in their fanny packs or backpacks offer a quick solution to staying dry but only for a short period of time like setting up camp but not for on the trail use. Vinyl rain suits are effective but bulky, heavy, and with poor ventilation.

First Aid Kit. Every Scout should be prepared for an occasional minor injury.

Recommend: A small assortment of Band-Aids for minor cuts (std ¾ inch width); Dr. Scholl's "moleskin" adhesive padding for protection and treating blisters; small sewing needle for draining blisters; splinter tweezers; triple antibiotic cream; burn cream or ointment; Sting Eze insect bite relief lotion; gloves; chapstick with UV protection; sun block cream with OFF bug repellent SPF 15 or better. All packed in a heavy-duty zip-lock freezer bag.

Flashlight. Every Scout needs a small flashlight (with extra bulb and extra batteries).

Recommend:

1. The mini-MagLite (2 AA batteries) size offers a good balance between cost and performance. It fits easily in a pocket, in a pocketknife and flashlight combo belt carrying

case, or hangs by a hook in the tent. While flashlights with C or D size batteries provide more light for a longer time, they do so at far greater weight.

2. Lightweight headlamps are also effective and provide the added convenience of hands-free operation. There is a head strap that fit the mini-MagLite, making it more versatile than regular flashlights.
3. Technology has made it possible for LED flashlights to compete with the mini-MagLite. Besides these being lighter, they offer the advantage of long-lasting bulbs and battery life of up to 200 hours of operation versus the mini-MagLite 5 to 6 hour battery life. Remember that there are no other sources of light besides the stars and the moon where we use the flashlight. A little light goes a long way.

Dining Utensils. Every Scout needs a personal set of cooking/eating utensils.

Recommend: An insulated 12-ounce mug with lid, stainless steel or durable plastic (Lexan) soup spoon or “spork” which is a combined spoon+fork, a Lexan bowl (CoolWhip tubs also work well) for both liquid and solid foods and a small sponge/scrub pad for cleaning. This combination works for all meals, thus minimizing cleanup time, pack weight and expense.

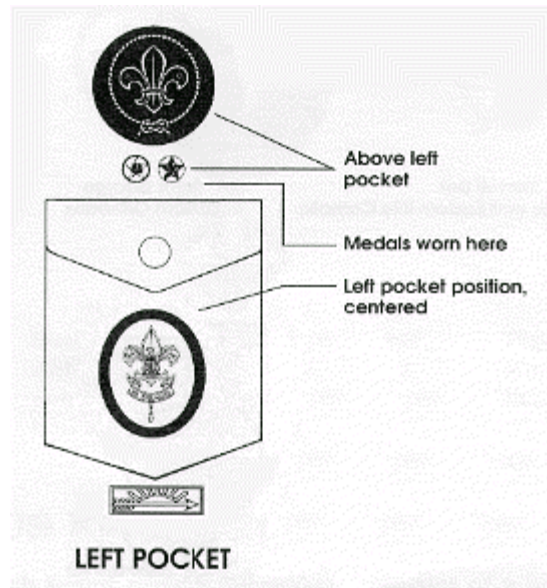
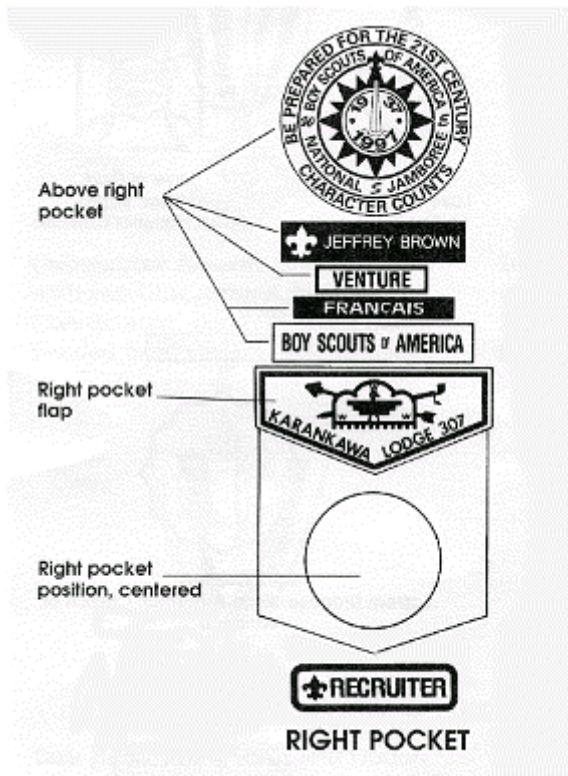
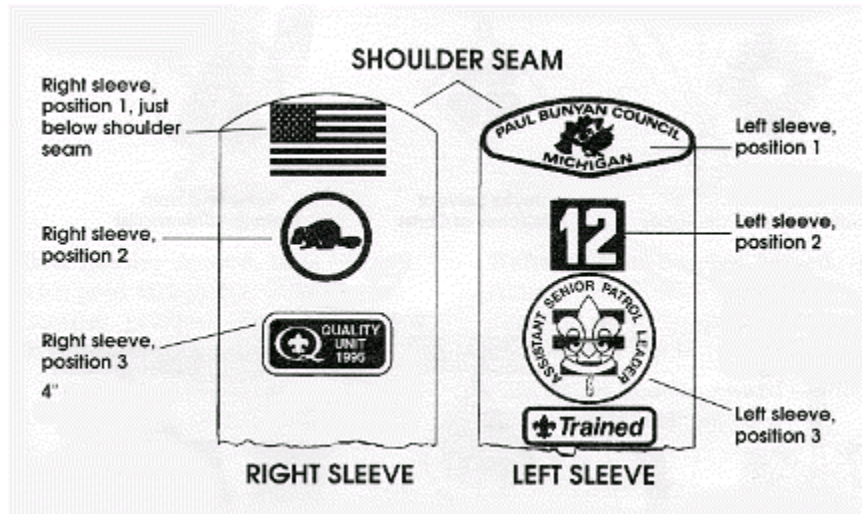
Personal Care Kit. Every Scout needs a few personal care items on the trail.

Recommend: Toothbrush w/case; small (travel size) tube of toothpaste; biodegradable soap; lightweight (plastic or stainless steel) mirror; comb; wash cloth—pack in a zip-lock freezer bag. Pack a hand towel too.

Planning. See Appendix C for a one page campout planning guide which includes:

- Location and Dates
- Attendance List
- Menu
- Duty Roster
- Tent Assignments

Appendix A—Patch/Insignia Placement



Appendix B—Position of Responsibility Agreements

Note: The specific *duties* are listed in the BSA Junior Leader Training literature. The *requirements* have been listed by the Scoutmaster and Assistant Scoutmasters to provide a few specific examples that fulfill the duties. The Scoutmaster and Assistant Scoutmasters will initially and periodically review these requirements with the Senior Patrol Leader and the Patrol Leaders Council.

Senior Patrol Leader

Assistant Senior Patrol Leader

Patrol Leader

Troop Guide

Historian

Order of the Arrow Representative

Librarian

Quartermaster

Scribe

Instructor

Chaplain Aide

Den Chief

Junior Assistant Scoutmaster

Leave No Trace Trainer

Webmaster

Senior Patrol Leader Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: The senior patrol leader is elected by the Scouts to represent them as a top junior leader in the Troop.

Reports to: Scoutmaster and Troop members

Senior patrol leader duties:

- Preside at all Troop meetings, events, activities, and annual program planning conference.
- Chair the patrol leaders' council.
- Appoint boy leaders with advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other junior leaders.
- Work with the Scoutmaster in training junior leaders.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show Scout Spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. The Scoutmaster or an Assistant Scoutmaster must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
 _____ Completed leadership training
 _____ Coordinated patrols for flag ceremonies
 _____ Establish campout duty roster (wash stations, flag ceremonies, etc.)

_____ Yes / No / Partial
 Leadership Coordinator Signature

Assistant Senior Patrol Leader Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: The assistant senior patrol leader is the second-highest-ranking junior leader in the Troop. The senior patrol leader with the approval of the Scoutmaster appoints him. The assistant senior patrol acts as the senior patrol leader in the absence of the senior patrol leader. He also provides leadership to other junior leaders in the Troop.

Reports to: Senior patrol leader.

Assistant senior patrol leader duties:

- Be responsible for training and giving direct leadership to the following appointed junior leaders: Historian, Order of the Arrow representative, scribe, librarian, instructor, quartermaster, and chaplain aide.
- Help lead meetings and activities as called upon by the senior patrol leader.
- Guide the Troop in the senior patrol leader's absence.
- Perform tasks assigned by the senior patrol leader.
- Function as a member of the patrol leaders' council.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
_____ Completed leadership training
_____ Attended patrol leader council (PLC) meetings
_____ Led training of at least one Troop position
_____ Ensure compliance with campout duty roster
_____ Assisted Senior Patrol Leader on Troop outings

Leadership Coordinator Signature

Yes / No / Partial

Patrol Leader Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: The patrol leader is the elected leader of his patrol. He represents his patrol on the patrol leaders' council.

Reports to: Senior patrol leader. If you are the patrol leader for the new Scout patrol, you will also work with the Troop guide who is assigned to your patrol.

Patrol leader duties:

- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member a task and help them succeed.
- Represent the patrol at all patrol leaders' council meetings and the annual program planning conference.
- Prepare the patrol to take part in all Troop activities.
- Show and help develop Troop spirit.
- Work with other Troop leaders to make the Troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
_____ Complete leadership training
_____ Complete and post duty roster for each campout (verified at campout)
_____ Lead the patrol in at least one opening or closing flag ceremony

Leadership Coordinator Signature

Yes / No / Partial

Troop Guide Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: The Troop guide works with new Scouts. He helps them feel comfortable and earn their First Class rank in their first year.

Reports to: Assistant Scoutmaster of the new-Scout patrol, and senior patrol leader.

Troop guide duties:

- Introduce new Scouts to Troop operations.
- Guide new Scouts through early activities.
- Shield new Scouts from harassment by older Scouts.
- Help new Scouts earn the First Class rank in their first year.
- Teach basic Scout skills.
- Coach the patrol leader of the new-Scout patrol on his duties.
- Work with the patrol leader at patrol leaders' council meetings.
- Attend patrol leader's council meetings with the patrol leader of the new-Scout patrol.
- Assist the assistant Scoutmaster with training.
- Coach individual Scouts on Scouting challenges.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout Spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

- _____ Briefed on duties and responsibilities
- _____ Complete leadership training
- _____ Conduct at least two training sessions that result in requirement completion
- _____ Complete a record of all assigned Scout's progress
- _____ Assist assigned Scouts in site selection and set-up at all outings
- _____ Check in with assigned Scouts during meal preparation and breaking camp to ensure everything is going well
- _____ Keep a log of your experience as a Troop guide

Leadership Coordinator Signature

Yes / No / Partial

Historian Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: Keeps a historical record or scrapbook of Troop activities.

Reports to: Assistant senior patrol leader.

Historian duties:

- Gather pictures and facts about past activities of the Troop activities and keep them in scrapbooks, wall displays, or information files.
- Take care of Troop trophies and keepsakes.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
_____ Complete leadership training
_____ Write a summary for each Troop outing or activity
_____ Collect newspaper articles/pictures of Troop activities
_____ Assemble outing summaries/articles/pictures into a scrapbook
_____ Keep a log of your experience as historian

Leadership Coordinator Signature

Yes / No / Partial

Order of the Arrow Representative Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: Serves as a communication link between the Troop and the local Order of the Arrow lodge.

Reports to: Assistant senior patrol leader.

Order of the Arrow Representative duties:

- Serve as the communication link between the lodge or chapter and the Troop/team.
- Encourage year-round and resident camping in the Troop/team.
- Encourage older-Scout participation in high-adventure programs.
- Encourage Scouts to participate actively in community service projects.
- Assist with leadership skills training in the Troop/team.
- Encourage Arrowmen to assume leadership positions in the Troop/team.
- Encourage Arrowmen in the Troop/team to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law and OA Obligation.
- Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
_____ Complete leadership training
_____ Arrange annual Order of the Arrow Troop election with local OA lodge
_____ Conduct annual Order of the Arrow Troop election in conjunction with SM & ASPL
_____ Advertise OA Ordeal campouts and help sign up those Scouts recently elected

Yes / No / Partial

Leadership Coordinator Signature

Librarian Agreement

Name: _____ Signature: _____

Patrol: _____ Parent’s Initials/Date: _____

Job description: The librarian takes care of Troop literature.

Reports to: Assistant senior patrol leader

Librarian duties:

- Establish and maintain a Troop library.
- Keep records on literature owned by the Troop.
- Add new or replacement items as needed.
- Have literature available for borrowing at Troop meetings.
- Maintain a system to check literature in and out.
- Follow up on late returns.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

- _____ Briefed on duties and responsibilities
- _____ Complete leadership training
- _____ Display the library at each Troop meeting
- _____ Complete an accurate inventory of the Troop library
- _____ Maintain a sign-out log for materials and follow-up to ensure material is returned (post an overdue listing once a month at the Troop meeting)
- _____ Review the library at least once during the period for out-of-date materials and recommend to the advancement chairman which items should be discarded

YES / NO / PARTIAL

Leadership Coordinator Signature

Quartermaster Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: The quartermaster keeps track of patrol equipment and sees that it is in good working order.

Reports to: Assistant senior patrol leader (and works with the Troop committee equipment coordinator)

Troop Quartermaster duties:

- Keep records of patrol and Troop equipment.
- Keep equipment in good repair.
- Keep equipment storage area neat and clean.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Works with Troop committee member responsible for equipment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
_____ Complete leadership training
_____ Works with patrol quartermasters to prepare a monthly tent inventory
_____ Maintain & assist in repair of Troop equipment following each outing
_____ Participate with the duty patrol loading equipment for each outing (Mandatory)
_____ Verify the tent inventory with the new Troop quartermaster

Leadership Coordinator Signature

Yes / No / Partial

Scribe Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job 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.

Reports to: the assistant senior patrol leader (and works with the Troop committee treasurer)

Scribe duties:

- Attend and keeps a log of patrol leaders' council meetings.
- Record attendance and dues payments of all Troop members.
- Record advancement in Troop records and on Troop/Team Advancement chart.
- Work with the appropriate Troop committee members responsible for finance, records, and advancement.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.
- Handle correspondence appropriately.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
_____ Complete leadership training
_____ Ensure attendance sheets are collected at Troop meetings
_____ Attend and keep a log of patrol leader council (PLC) meetings
_____ Assist in the preparation of a Troop newsletter
_____ Assist in preparation of, and updates to, the Troop calendar
_____ Assist the Scoutmaster during Troop elections
_____ Keep a log of your experience as a scribe

_____ Yes / No / Partial
Leadership Coordinator Signature

Instructor Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: provides training expertise in a specific area of Scout craft

Reports to: Assistant senior patrol leader

Instructor duties:

- Instruct Scouting skills as needed within the Troop or patrols.
- Prepare well in advance for each teaching assignment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

- _____ Briefed on duties and responsibilities
- _____ Complete leadership training
- _____ Instruct Scouting skills as needed or as requested by SPL and ASLs.
- _____ Use teaching/training aids during instruction
- _____ If appropriate, provide teaching information and/or files to the webmaster

_____ Yes / No / Partial
 Leadership Coordinator Signature

Chaplain Aide Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: assists the Troop chaplain in serving the religious needs of the Troop

Reports to: Assistant senior patrol leader (and works with the chaplain)

Chaplain Aide duties:

- Keep Troop leaders apprised of religious holidays when planning activities.
- Assist the Troop chaplain or religious coordinator in meeting the religious needs of Troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Lead "Scouts own" services on campouts.
- Tell Troop members about the religious emblems program for their faith.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
_____ Complete leadership training
_____ Assist in coordinating Mass attendance on outings
_____ At least once during tenure, present the religious awards options at a meeting;
This can be done with the committee religious awards coordinator.

Leadership Coordinator Signature

Yes / No / Partial

Den Chief Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: The den chief works with the Cub Scouts, Webelos Scouts, and den leaders in the Cub Scout pack.

Reports to: Assistant Scoutmaster of a new-Scout patrol

Den chief duties:

- Serve as the activities assistant at den meetings.
- Meet regularly with the den leader to review the den and pack meeting plans.
- If serving as a Webelos den chief, help prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the Den Leader must initial requirements.

Date/Initials (When completed/NC if not completed)

- _____ Briefed on duties and responsibilities
- _____ Complete leadership training
- _____ Provide assigned Den information and Den leader's name to the Troop leadership coordinator immediately upon assuming position
- _____ Obtain written evaluation from assigned Den leader on his performance and period of duty (Mandatory)
- _____ Keep a log of your experience as a den chief

Leadership Coordinator Signature

Yes / No / Partial

Junior Assistant Scoutmaster Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: Assist Scoutmaster and Assistant Scoutmasters with Troop operations; coordinate with the senior patrol leader and his staff.

Reports to: Scoutmaster

Junior Assistant Scoutmaster duties:

- Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age and older).
- Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
 _____ Complete leadership training
 _____ Assist with Troop operations
 _____ Assist with Troop training of Scouts in positions of responsibility

_____ Yes / No / Partial
 Leadership Coordinator Signature

Leave No Trace Trainer Agreement

Name: _____ Signature: _____

Patrol: _____ Parent's Initials/Date: _____

Job description: Provide Leave No Trace principles training to the Troop and ensure compliance during Troop outings.

Reports to: Scoutmaster

Leave No Trace Trainer duties:

- Complete Leave No Trace Trainer training.
- Provide training classes as needed or directed on the Leave No Trace principles.
- Oversee compliance with the Leave No Trace principles on Troop outings.
- Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
 _____ Complete leadership training
 _____ Assist with Troop operations
 _____ Assist with Troop training of Scouts in positions of responsibility

_____ Yes / No / Partial
 Leadership Coordinator Signature

Webmaster Agreement

Name: _____ Signature: _____

Patrol: _____ Parent’s Initials/Date: _____

Job description: Maintain the Troop website.

Reports to: Scoutmaster

Webmaster duties:

- Work with the Unit Webmaster to ensure the Troop website is maintained and contains current information, and complies with applicable privacy rules.
- Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Law.
- Show and help develop Scout spirit.

Requirements: All requirements must be completed to receive full leadership credit, otherwise only partial credit will be given. A registered adult leader or the SPL must initial requirements.

Date/Initials (When completed/NC if not completed)

_____ Briefed on duties and responsibilities
 _____ Complete leadership training
 _____ Assist with Troop operations
 _____ Assist with Troop training of Scouts in positions of responsibility

_____ Yes / No / Partial
 Leadership Coordinator Signature

Appendix C—Patrol Menu, Duty Roster, Tent Assignments
Troop 680 Patrol Campout Info for [*campout event*]
City, State: Month dd-dd, yyyy

Patrol: [*patrol name*] # people eating with this patrol: *NN (X Scouts + Y Adults)*
 Patrol Leader: [*PL Name*] Assistant PL: *APL Name*
 Scouts: *List all Scouts here*
 Adults: *List all Scouters (adults) here*
 Advancements Planned: [*List advancement events here...*]

Menu [*modify to suit*]

Friday Dinner: **Eat at home or bring with you**
 Saturday Breakfast: **Pancakes & sausage; OJ; lemonade; hot chocolate**
 Saturday Lunch: **Grilled ham & cheese; pickles; apples; lemonade; Gatorade (orange and fruit punch flavor); chocolate chip cookies**
 Saturday Dinner: **Hamburger helper + ground beef; pretzels; saltines; white grapes; brownies; marshmallows; hot chocolate**
 Sunday Breakfast: **Poptarts; apple sauce; Sunny-D**
 Supplies: Dish soap; paper towels; cooking oil; milk; salt/pepper; coffee (if want)

Duty Roster

Meal	Head Cook	Asst Cook	Fire Builder	Water Man	Kitchen Cleanup	Asst Cleanup	Tent Cleanup
Friday Dinner	Eat at home or bring with you						
Saturday • Breakfast							Individual
• Lunch							Individual
• Dinner							Individual
Sunday • Breakfast	Individual						Individual

Tent Assignments

Tent 1: *Scout1, Scout2* Tent 2: *Scout3, Scout4* Tent 3: *Scout5, Scout6*

Notes:

- *Scout7* will attend during the day, Saturday.
- Send troop roster to Troop Database Coordinator to record event attendance and nights camping.
- Give copies to: Patrol Leader, SPL, Adult Leader who will attend outing.

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