



Troop 451 Handbook

Boy Scout Troop 451

Lewisville, TX

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Troop Policies

Introduction for New Scout Members

Welcome to our Troop family. Enclosed in this handbook are items for you to keep and study as well as several items to be completed and returned to the Troop. Completed items will be checked off with the Troop Committee or Scoutmaster. In this way we can be certain your Scout gets off to a good start in our Troop.

It is the objective of the Adult Scout Leaders to provide an effective program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship, to develop in them personal fitness, and to continue their religious goals. The Troop Leadership's goal is to help develop citizens who are physically, mentally, and emotionally fit, who have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness, have personal and stable values firmly based on religious concepts or other religious content.

The standards of our Troop are spelled out in the Scout Oath, Law, Motto, and Slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what he becomes.

As Scouts plan their activity, and progress towards their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Boys grow as they participate in community service projects and do Good Turns for others. There probably is no device so successful in developing a basis for personal growth as the daily Good Turn.

This Handbook is divided into sections, which provides information to new Scouts and their families so they can become familiar with the Troop. An explanation of each Scout's responsibilities, the Adult Scout Leaders', and the Parent or Legal Guardian's responsibilities, are included. These sections include:

- Troop Commitment Forms
- Financial Obligations
- Troop Organization
- Troop Policies
- Advancement
- Code of Conduct

Becoming a Scout is easy; it's living up to Scouting's ideas that is a lot harder. To be an effective Scout, you need:

- A Willingness to Learn
- Self Discipline
- Determination
- A Supportive Family

Code of Conduct

Rules of behavior and conduct that each Scout and Adult Leader must follow as a member of the Troop are described in the Code of Conduct. Please read these rules with your Scout, sign them and keep them for review.

Troop Commitment Forms

Complete the following forms as soon as possible and return them to the Scoutmaster.

Boy Scout Application Form

Read and complete the application form. The section titled Boy Scouts of America Information for Parents is an overview of the BSA Organization. A mailing address and street address should be on the application. The Class 1 Medical form on the last page must be completed and signed by the Scout's parent or legal guardian.

The fee for transferring into the Troop from another Troop, or from a Webelos Den, is \$1.00. If the Scout is transferring from another Troop, please fill out the Individual History, Transfer Report and Advancement History so we can continue the Scout's advancement. At the time of joining, the Scout will need to pay his registration, insurance and, if desired, his Boy's Life fees. The Scoutmaster or Finance chairperson can help you with determining the amount owed.



Troop Activity Permission Slip

This form gives permission for emergency medical treatment and for the Adult Leaders to take your Scout on different activities. Please have your signature notarized, as some states such as Oklahoma require a notarized signature before any medical treatment can be provided. The Troop has a Notary Public available, if needed.

All Scouts **must** have this form on file before they can participate on any outing or activity. This is for your safety.

Personal Health and Medical Records

This form provides emergency information for our Troop Activities. All Scouts and Adult Leaders will need to complete and sign the Class 1 Personal Health and Medical History section. Your doctor will need to complete the Class 2 Medical Evaluation section. This form is valid for 36 months. For adult volunteers over 40, there is a Class 3 form available. This form is valid for 12 months.

All Scouts and Adult Leaders **must** have this form on file before they can participate on any outing or activity. This is for your safety.

Troop Code of Conduct

At the end of this handbook is the Troop Code of Conduct. Each Scout must read the Code of Conduct with his parents or legal guardians. Both the Scout and his parent(s) must sign the last page before the Scout can attend any Scouting event other than Troop meetings.

All Scouts **must** have this form on file before they can participate on any outing or activity. This is for your safety.

Uniform

Boy Scouting is an action that shows each Scout's commitment to the aims and methods of Scouting. The uniform gives the Scout identity in a world brotherhood of youth that believe in the same ideals. The uniform makes the Scout Troop visible as a force for good and creates a positive youth image in the community.

The uniform is practical attire for Scout activities, and provides a way for Scouts to wear the badges that show what they have accomplished. There are two types of Scout uniform. The standard and complete uniform is a Field Uniform. The second type of uniform, is an Activity uniform (Class B), consisting of an approved Troop T-shirt (tucked in) with shorts or long pants.

The field uniform (Class A) is required for all Scouting activities unless otherwise directed. Information about placing items on the uniform can be found on the inside covers of the Scout Handbook. A field uniform consists of the following items – See attached uniform diagram for proper patch placement.

- Scout Field Shirt
- Scout socks
- Troop shoulder numerals (451)
- Position Patch
- Longhorn Council Patch
- Neckerchief slide (can be made)
- BSA Scout Pants and/or Shorts
- Red shoulder loops
- BSA Scout belt and buckle
- BSA/Troop cap (optional)
- Troop Neckerchief
- Boots or Closed Toed Shoes

The Troop cap and Activity (Class B) Troop T-shirt may be purchased from the Troop Quartermaster. The activity uniform is to be worn during activities where the field uniform is inappropriate, such as service work days, and camp outs. The red activity T-shirt may be worn under the field shirt at the Scouts discretion.

Uniform inspections will be held at each Troop meeting/event. A Scout will be given a warning by the SPL when it is deemed that the Scout is not properly attired. The second offense will require the Scout calling their parent to bring the missing uniform pieces or to take them home.

The Class A uniform equipment can be purchased from the Longhorn Council Office, any of the local Scout Shops, or from the National Museum Scout Shop in Irving. Address and directions may be obtained at <http://www.longhorncouncil.org>.



Equipment

Each Scout will need various camping supplies and equipment. Basic needs and comfort should be the guideline without going to the extreme.¹ You do not need to buy top of the line equipment.

The most expensive items for camping are the 2 or 3 person tent, a sleeping bag and a backpack. The sleeping bag is vital to your son's comfort. Buy a sleeping bag that is rated to 20 degrees for winter camping and 50 degrees for summer camping. Shop around for the best price. The summer sleeping gear may be made of a sheet or blanket from home, instead of a formal sleeping bag.

You may not have to get a backpack immediately, but it is recommended to obtain one as soon as possible. A good pack that will last a lifetime can be purchased for a reasonable amount after a careful check of prices and packs. Choose a backpack with either an internal or external (preferred) frame, as well as a waist support belt. There are a number of stores in town that carry backpacks. Sporting good stores that specialize in camping equipment will be able to assist and enlighten you about the selection of a backpack. Once you have learned what to look for, shop other stores for the best price.

Boots and footwear are extremely important especially when the Troop is involved in hiking or climbing. Again, look to the specialty stores for their recommendations, but purchase reasonably priced boots. Your Scout is growing, and will outgrow the boots quickly.

A partial list of camping equipment is available. Please read your Scout Handbook for specific information on the equipment needed, or ask one of the adult leaders.

Financial Obligations

Stable Troop finances allow the Troop to achieve its program goals. The recording, disbursing, and budgeting of Troop funds is the responsibility of the Troop Committee. Regular reports of the finances will be available on request, and the current budget will be reviewed semi annually at the Troop Committee meeting.

Any funds raised by a Scout through a Troop fundraiser is applied or allocated on a 50/50 basis between the Scout's account or the Troop.

Each member of the Troop is responsible for participating in the fundraising activities and maintaining their financial obligations.

Part of the Scouting experience is learning financial responsibility. The Troop's financial program helps each Scout learn to earn and save. The money they earn may be applied to Troop activities. Please work with your Scout on earning his own money.

Dues

The Troop collects dues from each Scout on the first Monday of each month. A Scout is responsible for dues regardless of whether they attended a scheduled meeting or not. The dues are \$5.00 per month. A Scout will not be considered in good standing with the Troop if he is not current in his dues. A Scout will not be considered as current in his dues if he is more than one (1) month behind. Once a Scout achieves the rank of Eagle, dues will no longer be required.

Registration

The Troop renews its Charter with the Boy Scouts of America once a year in March, at which time we register each member for the next year. The cost of each first year adult leader will be covered by the Troop. The fee collected covers:

- National registration fee
- Scout's insurance cost
- Subscription to Boys' Life magazine

All registration money must be collected by February 28 of each year.

¹ Certain items are not permitted, such as firearms, slingshots, fireworks, sheath knives and machetes, recreational electronic items (radios, electronic games, etc.), unofficial hats, T-shirts with liquor or offensive advertisements, and paramilitary or camouflage clothing.



Troop Size

It is the intent of the Adult Leaders to limit the number of Scouts participating in our program to an amount that can safely be handled and controlled. This limit is based on many variables: size of the facilities we can use, equipment available for use by the Scouts during campouts and Scouting activities, transportation, finances, adult leaders, and other issues. Because of the limited number of Scouts that the Troop can safely handle, we limit new Scouts applications based on the following criteria until the limit is reached:

1. Current members of the Chartered Organization
2. Siblings of Scouts enrolled in the Troop
3. Webelos Scouts bridging from Packs where a Troop 451 Adult is currently enrolled as a leader
4. All others as completed registration forms are received

The limit of Scouts varies. If you have questions regarding the limitations, please see the Scoutmaster or Committee Chairperson.

Money-Earning Projects

Money-Earning Projects are fund-raisers that the Troop conducts. It is not the intent of the Troop to overly burden the Scout and his family with money earning projects, however, the financial needs of the Troop must be met. Each member is responsible for participating to the best of their ability.

Camp Savings Plan

The Troop has an account for each Scout where they can earn money for summer camp or camping equipment. Funds are earned through money-earning projects. The Scout may also deposit funds directly into this account at any time. The Scout can withdraw the funds from his account with proper notice to the Troop Finance Committee Member, upon presentation of a receipt for Scout related expenses only. Upon the boy leaving Scouting, any unused funds will revert back to the Troop's general fund.

Scout Discipline

There are times when it may be necessary for the Troop leadership to correct a Scout's actions. Correction will be used when a Scout is misbehaving and is not following the Scout Oath and Law. The Scout will only be corrected for the acts that would not be considered appropriate for a Scout, or do not conform to the Scout Oath and Law, instead of his temperament or traits.

Only the Scoutmaster, or Adult Leader in charge during the absence of the Scoutmaster, may correct a Scout at the time of the offense. **At no time will any Adult Leader, for any reason, physically touch or strike any Scout.** Any discipline or punishment will be proportionate to the incident.

Depending on the severity and number of incidents on a Troop Activity, the following may occur:

1. The Scout will be pulled aside and requested to behave.
2. Specific chores or duties may be assigned to him to complete.
3. The Scout's parent or legal guardian will be called and advised of the situation.
4. The parent or legal guardian are called and will be requested to pick up the Scout and take him home. It is necessary that a parent, legal guardian, or emergency contact person be available by phone during any Scouting meeting or event.

See the Code of Conduct section for further detail and clarification.



Parent Responsibilities

Scouting is a God and Country program. Scouting helps to teach boys to be responsible for their actions, to work effectively with others to achieve a common goal, and to become good citizens. The parent's role is vital in carrying out the Scouting program and instructions. Although the leaders and members of his Troop will provide the skills for his advancement, his parent or legal guardian is expected to help to achieve Scouting goals.

A boy's Scouting experience requires parent and child teamwork. This means that when a boy joins the Troop, the parents and/or legal guardians and the Scout embark on a new experience. Encourage your son in his advancement, service and obedience to the Scout Law.

Parents: Please do not prevent your son from participating in Scout activities as a form of punishment. Scouting is an extension and enrichment of your son's guidance, enlightenment, and comprehension of the world.

Council Programs

The local Boy Scout Council, Longhorn Council, as well as the National Office in Irving, provide many services to make the Scouting program workable for the Troop. These services include support material, Adult Leader and Scout training, advancement programs, activities, camping facilities, and support staff at both the Council and District levels.

There will be times when the Troop will be requested to assist the Council in various programs, including Money Earning activities. To the extent that a Scout and his family are able, your assistance and cooperation will be requested. Council programs are planned on a yearly basis and we will inform you of the date(s) of these programs so you can plan your involvement accordingly.

Friends of Scouting is a primary source of operating income for the council, and not for the Troop. Each Scouting family is asked to participate in this program; however, participation is not required. This event occurs in February of each year.



Advancement Process

Scouting places a series of surmountable challenges in front of a Scout in a manner that is fun and educational to a boy. As Scouts meet these challenges, they achieve the aims of Boy Scouting. Everything Scouts do to advance and earn rank is designed to help the Scouts have an exciting and meaningful experience.

Unlike the Cub Scout and Webelos programs where parent or legal guardian teach, test and sign-off achievement, **the Boy Scout program discourages parents from signing off any Rank Achievements or Merit Badge work.** The Troop's policy is that no parent may sign-off any rank achievement unless the parent is involved as a Scoutmaster, Assistant Scoutmaster, Committee Chair, Advancement Chair, Patrol Advisor or registered Merit Badge Instructor.

The Scout plans his advancement and progresses at his own pace as he overcomes each challenge. The Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a boy grow in self-reliance and the ability to help others.

Each Scout is ultimately *responsible* for ensuring that their Scout book and Scout records are kept up to date. An advancement report should be requested quarterly from the advancement chair to ensure that Troop records match the Scouts Scout book.

One of the greatest needs of boys during the growth years is confidence. There are three kinds of confidence that boys need: in themselves, in peers, and in their leaders. Measuring up to a challenge or a standard develops self-confidence. Peer confidence develops when the same measuring system is applied to everyone - when all must meet the same challenge to receive equal recognition. Confidence in leaders comes about when there is a consistency in measuring - when leaders use a single standard of fairness.

In Boy Scouting, measurement is realized by skill development. But skills do far more than measure. They accommodate the three aims of Scouting: participation in citizenship, growth in moral strength and character, and mental and physical development.

The advancement requirements have been carefully developed to achieve the aims of Boy Scouting. When a Boy Scout is recognized that he has achieved a rank, it represents that the boy has been an active participant in his Troop and Patrol, shown Scout Spirit, met the other requirements and/or earned the merit badges for the rank, participated in a Scoutmaster conference, and satisfactorily appeared before a Board of Review. In the advance ranks of Star, Life and Eagle, the badge represents that the boy has also served in a position of responsibility in the Troop, and has performed service(s) to others.

Troop Advancement Policies

Rank badges are awarded at the end of the Scout meeting in which the Scout passes his Board of Review.

The requirements for Tenderfoot, Second Class, and First Class rank may be worked on simultaneously; however, these ranks must be earned in sequence. The Scouts advancement eligibility, which includes Scout spirit is determined by the Scoutmaster or assistant Scoutmaster during the Scoutmaster conference.

A Scout may work on different merit badge courses at the same time. The merit badges do not have to be earned in sequence, unless the specific merit badge requires completion of another merit badge before a Scout can participate, such as Swimming, Lifesaving, etc.

It is important that the Troop Committee and the Scoutmaster set an advancement goal. The Scoutmaster, Troop Committee and the Charter Organization Representative attend Troop Committee meetings. The Scouts contribute their proposals through the Senior Patrol Leader.

A parent may teach Merit Badge courses to their son(s), provided they are a registered BSA Merit Badge Counselor within Longhorn Council, have received prior approval from the Troop Committee Chair or Advancement Chair and they adhere to all Boy Scout policies and procedures. The parent(s) or legal guardian(s) should encourage their son(s) to advance, help them review, and work with the Adult Leaders to help their son(s) advance.

Scouts may work on Rank Achievements and Merit Badges only while an active member of the Troop. Any achievements and Merit Badges earned while a member of another Troop will be transferred, according to BSA policies.

The final authority for what requirements must be complied with rests with National BSA policy, and the current edition of the BSA National Merit Badge Requirement book, no. 33217. No council, district, unit, or individual has the authority to add or subtract from any advancement requirements. The only time the requirements for any rank advancement, merit



badge, or achievement can be changed or modified by the Troop is determined on special situations, such as a Scout with special needs. If your Scout has any questions or problems in this area, please contact the Scoutmaster, Troop Chairman, or Chartered Organization Representative. We will confidentially discuss the problem with you and your son.

The Boy Scout Handbook contains the requirements for Rank Advancement, and provides space for being signed when completed. It is the Scout's responsibility to keep his Scout Handbook record up-to-date. Any dispute in whether or not the Scout earned any portion of his Rank Advancement will be settled by the record(s) in the book. A Scout should keep all advancements records in a safe place. The records should be brought to all Scoutmaster Conferences & Boards of Review. The Troop will keep an electronic advancement record. The Troop Advancement Coordinator will be responsible to report all awards and advancement to the local Council office for the official BSA records.

Rank Advancement

The first rank is Scout. The rank is designed to get each boy moving along in the advancement program. The Scout must know and agree to live by the Scout Oath, Law, and demonstrate a basic knowledge and commitment to the Scouting program. The rank is completed after a discussion between the Scout and the Scoutmaster, known as a Scoutmaster's Conference and submission of the youth protection pamphlet signed by a parent/guardian.

Tenderfoot, Second and First Class ranks require increasing levels of skills. The skills are learned at meetings, campouts and other Scout activities. The Troop adult leaders and senior Scouts will instruct and sign-off these skills. **To sign off on a requirement, a Scout must be at least First Class and two ranks above the Scout in which they are signing off a skill/requirement in the Scout book.** This requirement may be waived by the Scoutmaster if deemed appropriate on a Scout by Scout basis. A Scout may work on any requirement from these ranks at any time. The ranks, though, must be earned in sequence. Only the Scoutmaster or assistant Scoutmaster can sign off on Scout spirit.

Star, Life and Eagle ranks require the earning of Merit Badges, maintain a leadership position, and perform a specific number of service hours. Six Merit Badges are required for Star, five more for Life and an additional ten for Eagle. Four months of leadership is required for Star and six months is required for Life.

Boy Scout advancement is a four-step process.

1. **The Scout learns.** A Scout learns by doing. As he learns, he grows in his ability to do his part as a member of the Patrol and 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, or other authorized Troop member may test a Scout on requirements. The Scoutmaster will maintain a list of those qualified to give tests and to pass candidates.
3. **The Scout is reviewed.** After a Scout has completed all the requirements for a rank, he has a Board of Review. The Troop Committee conducts reviews for Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms. The Longhorn Council conducts the Eagle Board of Review.
4. **The Scout is recognized.** When a Board of Review has certified a Scout's advancement, he receives recognition as soon as possible. Merit badge recognition will be done primarily at the Court of Honor. Occasionally, the ceremony may be held during a Troop meeting or campout. Rank badges will be awarded at the end of the Troop meeting in which the Scout has passed their Board of Review. The certificate for his new rank may be presented later when he is recognized at a Court of Honor. All family members and guests are invited to attend.

Merit Badges

The Merit Badge program is one of Boy Scouting's basic measuring tools. Earning Merit Badges gives a boy the kind of self-confidence that comes from overcoming obstacles to achieve a goal. Through the Merit Badge program, a boy also learns career skills, develops socially, and may develop physical skills and hobbies that will give a lifetime of healthful recreation. There are over 120 Merit Badges covering subjects from American Business to Woodworking, and areas such as hobbies, careers, sports, and science and Scouting skills.

The ranks of Star, Life and Eagle require that a Scout earn a certain number of Merit Badges. These include specific Merit Badges required to meet the Eagle requirements, plus other Merit Badges of interests to the Scout. There is no maximum number of Merit Badges a Scout can earn; the Scout himself only limits it. It will be up to the Scoutmaster on the number of Badges a Scout can work on at one time.



A Scout must have his Merit Badge course approved by the Scoutmaster, or Troop Advancement Coordinator, before he can start. This will be accomplished by issuing a signed blue card that the Scout maintains. In addition, the Troop requires that a Scout work on a merit badge with at least one other fellow Scout, unless no other Scout shows an interest in working on the badge at that time. Once the Scoutmaster has approved the course, the Troop Advancement Coordinator and Merit Badge Counselor will monitor the Scout's progress. Verification of completion of the rank advancement or Merit Badge will be the responsibility of the Troop Advancement Coordinator. Scouts must be tested individually, and they must meet all the requirements.

When a Scout starts a Merit Badge, he must ask for a Blue card (Application for Merit Badge). When the Scout has completed the requirements for the course, the counselor will complete the card indicating the Scout has fulfilled the requirements. It will only be after the card(s) have been signed by the Scoutmaster, and given to the Troop Advancement Coordinator, that the Scout will be awarded the Merit Badge at the next Court of Honor.

The Blue Card has three parts. When completed, one part goes to the Advancement Chair for recording in Troop records. The second goes to the Merit Badge Counselor for his/her records. The third is kept by the Scout to show he has completed the requirements for the Badge. If a Scout has problems with verification of his completion of the Merit Badge, he can show his portion of the Blue card. If the Scout loses his card, there will be two other portions for verification. This signed and dated blue card is the official record that the Scout has completed the requirements for the Merit Badge.

It is the Scout's responsibility to keep his Blue Card safe. If the Scout loses his card, and the Merit Badge Counselor cannot validate the completion of the Merit Badge, the Scout will have to repeat the requirements before he receives credit for the Merit Badge.

Merit Badge counselors *must* be qualified, registered Scouters and registered MB counselors. Forms to accomplish this will be provided by the Advancement Chair. A briefing will be given to counselors on the provisions of this section and a copy of *A Guide for Merit Badge Counseling* pamphlet provided. This pamphlet is the standard for Troop 451. Other training will also be provided. The Troop Merit Badge Counselor List will be validated once a year at the time of re-chartering. The updated list will be provided to the Tonkawa District Advancement Chair by the Troop Committee Chair. All applications for Merit Badge Counselors will be submitted through the Advancement Chair.

The merit badge worksheet is an optional document. The Merit Badge Counselor cannot require its use. If used by the Scout, it cannot be used to satisfy the discussions/show requirements. The Merit Badge Counselor must test each Scout individually on each requirement as stated in the requirements. The use of written exams is not part of the Merit Badge program. If a Scout returns from an event (Summer Camp, Merit Badge College, etc.) with a partially completed Merit Badge, he will make the Advancement Chair aware of the situation. The Advancement Chair will refer the Scout to a qualified counselor if possible. If no counselor is available, the Advancement Chair will secure a Troop Scouter to assist the Scout in completion of the Merit Badge. The Scouter will be provided a copy of the Merit Badge pamphlet for this purpose. The Advancement Chair will keep records of such actions for future use.

In January each year, the new Boy Scout Requirements book is published. When it is available, the Advancement Chair will make all Scouts, Scouters and Merit Badge Counselors aware of it and check the status of Scouts with open Merit Badges that have changes. If the Scout is actively working on a Merit Badge, he will be allowed to finish under the old requirements if done so in a timely manner. No activity in the current year before re-charter time is grounds for using the new requirements. The Merit Badge Counselor will determine which requirements to use.

Troop 451 conducts a Merit Badge program in conjunction with Troop meetings. These Merit Badges are selected by the Patrol Leader's Council. Before a badge appears on the Troop meeting schedule, a certified Counselor must be procured. The Merit Badge training should be announced 2 weeks prior to its start to allow interested Scouts to register for it by obtaining a blue card. When a Counselor completes the formal instruction of a group, a spreadsheet listing the start date, scouts and requirements completed will be submitted to the Advancement Chair. Scouts in the group will also be provided an up to date Blue Card by the Counselor. Spreadsheets are available from the troop. There will be activities at the meetings for Scouts that are not in the current Merit Badge classes. Scout, Tenderfoot and Second Class scouts will be encouraged to set advancement to First Class as a priority. **No Scout will be required to participate in the Troop meeting Merit Badge Program.**

The Troop maintains a current list of approved Counselors. At no time shall a Scout and a Counselor be alone. Two-deep leadership, as described by the Health and Safety Guidelines, and Youth Protection Guidelines, shall be unequivocally maintained.



Service Projects

Participation in service projects is an integral part of the Scouting experience. Service projects are activities, which provide a service to the community, a charitable institution, or the Charter Organization. Working on service projects fosters a sense of personal responsibility and citizenship. We will be calling your Scout periodically to assist the Troop in various projects throughout the year. Please encourage your son to participate. Participation in Troop service projects will be considered as showing Scout Spirit. Any service project that is not arranged by the Troop requires preapproval, by either the Committee Chair, Advancement Chair or Service Chair.

Different ranks have specific service hour requirements. Service hours are earned through Troop service projects or individual projects.

Scoutmaster Conferences

At this meeting the Scoutmaster will make sure the Scout has mastered the advancement goals for the next rank. He must demonstrate that he has learned and completed the skills and required work for the rank. It will also be an opportunity for the Scoutmaster in coordination with the Scout to set reasonable goals and objectives to encourage the Scout to use his strengths and to help him with his weaknesses.

This conference is casual; however the intent to help the Scout advance is recognized. A Scoutmaster's Conference is the opportunity for a Scout and his leader to sit down and visit together. It helps the Scout evaluate his accomplishments and to set new goals with his Scoutmaster. This can be accomplished during a Troop meeting or at the Scoutmaster's discretion.

Boards of Review

When a Scout has completed all of the requirements for a rank, he appears before a Board of Review. The Board is composed of at least three individuals that can be Troop committee members, District or Council staff or an unrelated adult. No member of the Board of Review may be a Scoutmaster, Assistant Scoutmaster, or a parent or legal guardian of the Scout being reviewed.

The Board of Review has three purposes: (See Advancement Committee Guide Pg. 29)

1. To make sure that the work has been learned and completed.
2. Discuss the experience the Scout is having in his Patrol and Troop.
3. Encourage the Scout to progress further.

If the Board of Review does not approve a Scout for advancement, corrective actions will be discussed and handed to the Scout in writing so the Scout may adequately prepare for the next Board of Review. The next Board of Review will be scheduled at the discretion of the sitting board. The Board of Review has final authority on Rank Advancement.

Scoutmaster conferences must be requested a week in advance by the Scout and the request made to the Advancement Chairperson. After a Scoutmaster conference has been completed and the Scout recommended by the Scoutmaster for a Board of Review, then a BOR will be scheduled for the next available meeting determined by the Advancement chair.

A monthly signup sheet will be posted each month for Scoutmaster conferences and boards of review. There will only be a certain number of slots available each month, thus requiring the Scout to plan ahead to get on the list. Once all slots are taken/allocated the Scout will have to wait for the following month. Exceptions will only be made due to extenuating circumstances as agreed upon by the Scoutmaster and Advancement Chair.

Recognition/Courts of Honor

The Troop acknowledges those Scouts who have advanced or earned awards at a public ceremony called a Court of Honor. There will be least three Courts of Honor each year. These Courts of Honor will be held as a separate event from Troop meetings. At these Courts of Honor, Rank Advancement, Merit Badges, and special recognition awards will be awarded. The Court of Honor is an important event for the Scout, and all family members and friends are encouraged to attend.

The Totin' Chip or the Firem'n Chit may be awarded once they are earned.

All achievement awards will be recorded in the Scout's official record. These records are available to the Scout and family.



Periodically, each Scout will receive a copy of his ledger so he can see his progress and plan his future growth in Boy Scouts.

A Scout will only be awarded a merit badge or achievement at a Court of Honor. The only time that a Scout can be awarded a merit badge when absent from a Court of Honor is after discussing the reason for an excused absence with the Scoutmaster. The Scout must present a good reason for his absence from the Court of Honor before he is allowed to receive the recognition.



Troop Structure

Boy Scouting is chartered by the United States Congress to provide educational programs for boys. Each Troop is "owned" by a Charter Organization as authorized by the Boy Scouts of America. The Charter Organization appoints the Scoutmaster and Committee Chairperson, and assists in the selection of the members of the Troop Committee. The Troop Committee supports the Troop program and handles administration activities. The Scoutmaster is responsible for developing and carrying out the Troop program.

The Troop is organized into Patrols. The Senior Patrol Leader is the highest-ranking Junior Leader of the Scouts. The Senior Patrol Leader, Assistant Senior Patrol Leaders, Troop Guides and the Patrol Leaders makes up the Patrol Leaders Council (PLC), which plans each Troop activity according to the yearly program. Each Patrol has a Patrol Leader who reports to the Senior Patrol Leader. A PLC meeting should be held once per month outside the regular Troop meeting.

Boys learn from the example set by their adult leaders. Troop leadership may be male or female, and association with adults of high character is encouraged at this stage of a young man's development. Junior Scout Leaders are elected by Scouts who are active Troop members. They should obtain Junior Leader training as required for their position as soon as possible.

Boy leadership in the Troop is an essential part of Scouting. Troop offices are not honorary. That is, the Scout is expected to carry out the responsibilities of his office. A Scout who does not fulfill his responsibilities may not be given credit for time served or may be removed from office and replaced at the discretion of the Senior Patrol Leader and Scoutmaster.

All Adult leaders must submit an application to the Boy Scouts of America, and be approved by the Troop Committee Chairperson, Charter Organization Representative, and the Boy Scouts of America. They will receive training in Youth Protection and Boy Scout Leader Fast Start. They are encouraged to wear an Activity uniform. The Scoutmaster, Assistant Scoutmasters and all adults who regularly have contact with the Scouts are required to be in uniform. All Adults will be required to obtain the appropriate BSA level of leader training for their positions. Certain training classes must be renewed from time to time. Adults can check with the adult Training Chair for dates and times of required training.

The Boy Scouts of America provide all training through local, district, council and multi council programs. Most programs are without cost. Some require a small charge to cover material and equipment. These courses are scheduled throughout the year. In addition, certain training can now be taken on line and links are available on the Troop, District or Council websites.



Troop Committee

Responsibilities

The Troop Committee is the Troop's board of directors and supports the Troop program. The Troop committee does the following:

- Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provides adequate meeting facilities
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization
- Carries out the policies and regulations of the Boy Scouts of America
- Supports leaders in carrying out the program
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan
- Obtains, maintains, and properly cares for Troop property
- Provides adequate camping and 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 behavior problems.

Organization

The Troop Committee is broken down into several subdivisions, which are listed below:

Administration: Institutional Head, Chartered Organization Representative, Troop Committee Chairperson, Secretary, Publicity, Newsletter, Membership, Chaplain, Health & Safety, Camping and Travel Coordinator

Finance: Finance Chairperson, Money Earning, Campership

Advancement: Advancement Chairperson, Eagle Coordinator, Order of the Arrow Liaison, and Training Coordinator

Scout Program: Scoutmaster, Assistant Scoutmaster, Senior Patrol Leader, and Patrol Leaders' Council



Troop Committee Positions



Charter Organization Representative

Each chartered organization using the Scouting program provides a meeting place, selects a Scoutmaster, appoints a Troop committee of at least three adults, and chooses a Chartered Organization Representative. The Chartered Organization Representative must be a member of the Chartered Organization but does not have to have a boy in the Scout program, although they often do.

Duties

- Serves as head of "Scouting Department" in the organization
- Maintains a close liaison with the Troop committee chairman
- Helps recruit other adult leaders
- Serves as a liaison between the Troop and the chartered organization
- Assists with Unit rechartering [each March the Troop must go through a re-chartering process]
- Encourages service to the organization
- Is an active and involved member of the district committee



Troop Committee Chairperson

This person can only be a Committee Member. He/she must be over 21 years of age and be appointed or approved by the Chartered Organization. He/she must be knowledgeable about the Scouting program and how a Troop Committee should be organized and utilized.

Duties

- Organizes the committee to see that all functions are delegated, coordinated and completed
- Maintains a close relationship with the charter organization representative and the Scoutmaster
- Sees that the Troop leaders and committee members have training opportunities
- Interprets national and local Council policies to the Troop
- Works closely with the Scoutmaster in preparing Troop Committee meeting agendas
- Calls, presides over, and promotes attendance at the Troop Committee meetings
- Ensures Troop representation at monthly roundtable(s)
- Secures qualified, trained individuals for leadership
- Arranges for charter review and re-charter annually
- Delegates responsibility to other adult and groups (Volunteers, Troop Committee) so that they have a part in Troop operations





Advancement Chairperson

This person is a Committee Member.

Duties

- Encourages Scouts to advance in rank
- Arranges and conducts Troop Board of Reviews
- Conducts Court of Honor
- Makes prompt reports on the correct forms to the Council Service Office center when a Troop Board of Review is held. Secures badges and certificates
- Works with the Troop Scribe to maintain all Scout advancement records
- Works with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets
- Report to the Troop committee at each meeting.



Finance Chairperson

This person is a Committee Member.

Duties

- Handles all Troop funds.
- Keep adequate financial records of expenses
- Pay bills on recommendation of the Committee Chairperson and authorization of the Troop Committee
- Maintains checking and saving account
- Trains and supervises the Troop Scribe in record keeping
- Receives Troop income each week from the Troop Scribe
- Reports to the Troop Committee in writing at each committee meeting
- Supervises money-earning projects by working with the adult leader in charge of project
- Supervises Camp savings plan and allocation of money-earning projects funds into each Scout's account
- Leads in the preparation of the annual budget
- Lead the Friends of Scouting campaign.
- Report to the Troop at each meeting



Secretary

This person is a Committee Member.

Duties

- Keeps minutes of meetings and send out committee meeting notices
- Provides a summary of all meeting reports as needed
- Conducts Troop resource survey once a year
- Plan for family night programs and family activities
- At each meeting, report the minutes of the previous meeting



Public Relations Director

This person should be a Committee Member.

Duties

- Notifies Longhorn Council Public Relations and local news services of Scout Achievements and Troop Activities
- Handles publicity within and outside of the Charter Organization
- Report to the Troop committee at each meeting



Newsletter Coordinator

This person should be a Committee Member.

Duties

- Publishes Monthly Troop Newsletter of Troop events and activities
- Coordinates information for newsletter with Committee and Scoutmaster



Money Earning Coordinator

This person is a Committee Member.

Duties

- Assist the Committee in planning Troop Money Earning Activities
- Act as intermediary with Council fund raising events
- Investigate new areas of Money Earning endeavors
- Report to the Troop committee at each meeting



Adult Training Coordinator

This person is a Committee Member.

Duties

- Arranges training for Scout Advisors through Troop, District, Council or other appropriate agencies
- Coordinates Troop training programs for Committee Training, BSA Youth Protection training, and Fast Start training for all new leaders
- Maintains training records for Scout Advisors
- Assures all Merit Badge Councilors have received adequate BSA related training and Youth Protection Training
- Maintains an inventory of up-to-date training materials, videotapes, and other training resources.
- Report to the Troop committee at each meeting.



Health and Safety Director

This person should be a Committee Member who is willing to attend all Troop activities and campouts

Duties

- This person should be very knowledgeable in Health and Safety and medical emergencies
- Provides basic first aid and emergency first aid at all outings and events
- Maintains Troop Trauma Kit with appropriate equipment
- Involved in training Scouts in all medical and safety related merit badge courses
- Maintains Troop Medical forms
- Ensures all Adult Scouters and Boy Scouts have reviewed the Youth Protection Guideline program
- Report to the Troop committee at each meeting



Chaplain

The Chaplain works to meet the religious needs of the Scouts in the Troop by promoting religious services at Troop meetings, camp outs and activities. He encourages participation in the religious emblems program.

Duties

- Co-ordinates religious services at Troop activities
- Ensures religious holidays are considered during Troop program planning
- Plans religious observances in Troop activities
- Co-ordinates with Chartered Organization ministers on religious activities
- Provide a spiritual tone for Troop meetings and activities
- Gives guidance to the chaplain aide
- Promote regular participation of each member in the activities of the religious organization of his choice
- Visit homes of Scouts in time of sickness or need
- Report to the Troop committee at each meeting



Troop Equipment Coordinator

This person is a Committee Member.

Duties

- Determines what equipment is necessary for the Troop and patrols and reports to the Scoutmaster and Committee Chairperson with suggestions for new or replacement items.
- Works with the Troop and patrol quartermasters
- With Troop Committee permission, or their representative, obtains equipment for Troop and patrol use
- Supervise and help the Troop procure camping equipment.
- Work with the Scout quartermaster on inventory and proper storage and maintenance of all Troop equipment, including all patrol chuck boxes
- Make periodic safety checks on all Troop camping gear, and encourage Troops in safe use of all outdoor equipment.
- Reports to the Troop committee at each meeting.



Camping Coordinator

This person can be either a Committee Member or Assistant Scoutmaster.

Duties

- Assists the Scoutmaster in planning monthly camping program
- Helps in securing permission to use camping sites and locations
- Promote the National Camping Award.
- Promote, through family meetings, attendance at Troop campouts, camporees, and summer camp to reach the goal of one outing per month.
- Secure tour permits for all Troop activities.
- Reports to the Troop committee at each meeting.



Transportation Coordinator

This person can be a Committee Member

Duties

- Arranges for transportation of Scouts and leaders to and from Scouting events before the event
- Assures that all forms of transportation meet Boy Scouts of America, the Charter Organization, and Troop 451's requirements regarding safety and insurance
- Arranges to have a responsible adult available to notify parents and families on the return of the Scouts and leaders from any Scouting activity
- Reports to the Troop committee at each meeting.

Campership Committee

The Campership Committee will report directly to the Committee Chair outside of Troop Committee meetings to maintain confidentiality. This committee is set up to evaluate requests for Campership funding. All inquiries into Campership funding will be kept strictly confidential. The Committee will consist, at a minimum, of three individuals:

- Advancement Chair
- Chartered Organization Representative
- Service or Fundraising Chair

The Troop Committee will only know the amounts of the funding; not to whom it goes. The campership fund will be available to Scouts based upon a showing of need and approval of the campership committee.

The Campership fund will be used to assist Scouts with funds for summer camp. The amounts may vary based on need. The fund will not pay 100% of the summer camp cost.

Merit Badge Counselors

The Merit Badge Counselor is responsible for instructing, reviewing, testing and approving Scouts on a specific Merit Badge. The Counselor is also responsible for ensuring that all Merit Badge sessions are conducted under the BSA Youth Protection guidelines. He or she will provide the courses with full consideration for the safety of the Scout. The minimum Merit Badge Class will consist of one Scout and one other individual other than the instructor.

Merit Badge Counselors are adult leaders who are knowledgeable, or have an interest, in the Merit Badge's area. The Troop and local Council must approve counselors. The Counselors will be trained in instructing Scouts in the area of the Merit Badge as required by National, Council, District and Troop policies. BSA's prescribed policies, and those of the Troop, are available to the Counselor through the Scoutmaster, Troop Chairman or Chartered Organization Representative. Develops and maintains a merit badge counselor list.



Adult Leadership



Scoutmaster

The Scoutmaster must be at least 21 years old. The head of the Chartered Organization appoints or approves the Scoutmaster. It is his responsibility to ensure that the program approved by the Troop Committee is implemented for the benefit of the Scouts.

The Scoutmaster has many responsibilities. He is the spark plug of the Troop, the direct adviser, guide, mentor, and teacher of the Scouts. The Scoutmaster is the adult responsible for the image and program of the Troop. The Scoutmaster and his Assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance **will affect every youth and adult involved in the Troop**.

It is necessary that he understand the purpose of the Advancement Program in the development of the Scouts in the Troop. He must understand the abilities of each Scout in any activity and assure the activity meets the Scouts needs and expectations. Some of his or her responsibilities include:

Morale

- Responsible for the image and program of the Troop
- Responsible for working directly with the Scouts
- Helps instill an awareness of the capabilities and potential for each Scout
- Maintains control of Troop events to assure all Scouts participate and have the opportunity of excelling

General

- Trains and guides boy leaders
- Works with other responsible adults to bring Scouting to boys
- Uses the methods of Scouting to achieve the aims of Scouting
- Evaluates activities and programs to assure the safety of the Scouts and all participants
- Delegates adult responsibilities to competent individuals

Meetings

- Meets regularly with the Patrol Leaders' Council. Provide guidance, training, and coordination in planning Troop activities
- Attends all Troop activities or, when necessary, arrange for a qualified substitute
- Attends Troop Committee meetings
- Attends District Roundtable meetings
- Conducts periodic parent sessions to share the program and encourage parent participation and cooperation
- Takes part in annual membership inventory, charter review meeting and charter presentation

Guidance

- Conducts Scoutmaster conferences for all rank advancements
- Provides a systematic recruiting plan for new members and see that they are promptly registered
- Delegates authority to assistants so that they have a part in Troop operations
- Supervises Troop elections for the Order of the Arrow



Activities

- Provide the opportunity for each Scout to experience at least ten days and nights of camping each year
- Participates in council and district events and training programs
- Builds a strong program by using proven methods presented in Scouting literature
- Conducts all activities under qualified leadership, safe conditions, and the policies of the charter organization and the Boy Scouts of America



Assistant Scoutmaster

To fulfill his obligation 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 Boy Scouts of America. An assistant Scoutmaster may be 18 years old, but at least one in each Troop should be 21 or older, so he can serve in the Scoutmaster's absence.

Each Assistant Scoutmaster is responsible for:

- Reports to and works directly with the Scoutmaster
- Serves as Scoutmaster in the Scoutmaster's absence
- Attends all activities, when possible, to afford two-deep leadership
- Attend appropriate and required national, council and district training programs

The Scoutmaster may also assign each Assistant Scoutmaster an area of responsibility. Some of the areas of additional responsibility include:

New Scouts

- Assist Scoutmaster in recruiting Scouts
- Maintains a good working relationship with local Cub Scout packs and their Webelos leaders
- Arranges Troop open house to invite new members
- Participates in District and Council Scout recruiting efforts

Advancement

- Works with Advancement Coordinator to maintain Troop records
- Helps identify advancement areas needed by Scouts
- Helps coordinate advancement sessions during Troop meetings

Patrol Advisors

- Provides guidance in carrying out Scoutmaster's leadership direction for Patrol Leaders
- Assists Patrol Leaders maintain Patrol discipline



Boy Leadership

Boy Scouting encourages boys to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership roles of others, and guides him towards the citizenship aim of Scouting.

Boy Scouts is a boy run program. The boys designate their junior leaders from candidates who meet the Boy Scout's requirements found in the Boy Scout Handbook. These junior leaders are responsible to provide a program based on the goals and objectives set in the Troop planning meeting. They also enforce Troop and Boy Scout rules and regulations.

To help Scouts prepare for leadership positions; all Scouts will be offered training in the Junior Leader Training Courses. The requirements for Troop leadership will be acquiring First Class Rank, as well meeting the minimum age required by the training course. Scouts desiring to obtain a leadership position within the Troop must attend the Troop leadership training sessions held prior to each election period. Each Scout senior leadership position will require the position description to be reviewed and signed by the Scout, Scoutmaster and Scouts Parent(s) prior to election. Senior Leadership will include SPL, ASPL, Patrol Leaders, Scribe, Quartermaster, and Troop Guides. Scouts desiring the position of SPL must submit application and Scout/Parent Accountability Form the week prior to the election. All other senior position must be submitted to SPL one week before being appointed to position. Patrol Leader election will be held one week after SPL election. Patrol Leader forms must be submitted to Scoutmaster prior to election.

The Patrol Method

The Troop follows the Patrol method at all outings and events. The Patrol method gives Scouts experience in-group living and citizenship participation. A Patrol is a group of six to ten boys who work together as a team. It places a certain amount of responsibility on young shoulders and teaches boys how to accept it. Patrol method places responsibility on the Scout to plan and carry out Troop activities. The Patrol method allows Scouts to act in small groups where they easily can relate to each other. These small groups determine Troop activities through their elected representatives.

Each Patrol Leader explains to his patrol the plans and decisions the PLC makes, as well as guiding the Patrol in carrying out their own activities. This method puts Scouts as the leaders of other Scouts.

Qualifications

The Senior Patrol Leader and the Scoutmaster must approve all Troop officers. No Scout may hold the position of Senior Patrol Leader for two consecutive periods. If no two qualified candidates, as defined by the position descriptions herein, apply for the position of Senior Patrol Leader, than the Scoutmaster shall reduce the required leadership qualifications to the next highest level until two candidates can run.

A Scout's leadership term will be determined by his actions while in the position. If the Scout handles the responsibilities of his position, he will receive credit for his term. If the Scout fails to handle the responsibilities of his position, he will not receive credit for his term. Each Scout position is reviewed by the corresponding adult position. For example the SPL is reviewed by Scoutmaster, Quartermaster reviewed by Adult Quartermaster, and Scribe reviewed by Adult Finance Chairperson

Junior Leader Requirements

The job of a Junior Leader is time consuming and rewarding. The Scout will be required to complete all tasks and assignments for the position in a timely manner. Some of the responsibilities include:

Leading their Patrol and Troop at meetings and other activities, including attendance at campouts and activities

Helping to decide the development of the Troop plans

Helps other Scouts master Scouting skills

Set a good example by being a role model for other Scouts

Maintaining an active status in the Troop throughout their tenure

Cannot miss more than two meetings in a row

Cannot miss more than six meetings in a six-month period



Junior Leader Positions



Senior Patrol Leader

The Senior Patrol Leader is the top Junior Leader in the Troop and head of the Patrol Leaders Council. The Senior Patrol Leader must hold at least a Life Scout rank, be a member of the Troop at least one (1) year, completed Troop Leadership training and Council Twin Arrows Leader Training, and be elected by the Troop with the Scoutmaster's approval. The Senior Patrol Leader reports to the Scoutmaster, and acts as a representative of, and reports on the activities of, the Scouts at Committee meetings.

Duties

- Runs all Troop meetings, events, activities and planning conferences
- Organizes and chairs Patrol Leaders' Council meetings
- Attends all Troop Committee Meetings and provides a report of the status of the Patrols
- Appoints other Junior Leaders with the advice and council of the Scoutmaster for leadership positions
- Assigns duties and responsibilities to Troop Junior Leaders
- Contacts Patrol Leader every weekend to remind them of Troop meeting program duties
- Organizes and assigns patrols program duties for each Troop meeting
- Ensures meeting room is setup and patrol leaders are prepared
- Sets a good example by being a role model for other Scouts
- Lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.



Assistant Senior Patrol Leader

The Assistant Senior Patrol Leader is the second highest-ranking Junior Leader in the Troop. The Assistant Senior Patrol Leader must hold at least a Star Class Scout. The Senior Patrol Leader, with the Scoutmaster's approval chooses him. He should be prepared to fill in for the Senior Patrol Leader on a moment's notice. Working as a team, the Senior Patrol Leader and Assistant Patrol Leader work with the other Junior Leaders in the Troop to provide timely completion of delegated or assigned tasks. No more than two Scouts will be appointed to this position.

Duties

- Helps the Senior Patrol Leader lead meetings and activities
- Runs the Troop in the absence of the Senior Patrol Leader
- Helps train and supervise the Troop scribe, quartermaster, instructor, librarian, historian, chaplain's aide
- Serves as a member of the Patrol Leaders Council
- Sets a good example by being a role model for other Scouts
- Lives by the Scout Oath and Scout Law and Shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.



Patrol Leader

The Patrol Leader is the elected head of their Patrol, with the Scoutmaster's approval. He represents his patrol on the Patrol Leaders' Council. He also works with the Troop Guide assigned to his Patrol. Patrol Leader candidates must have been in the patrol for at least three (3) months and achieved the rank of First Class Scout attended Troop Junior Leader Training and District Brownsea Junior Leader Training.

Duties

- Appoints the Assistant Patrol Leader
- Represents the Patrol on the Patrol Leaders' Council
- Plans and conducts Patrol meetings
- Helps Scouts advance
- Helps recruit new Scouts
- Keeps Patrol members informed, by contacting them on a weekly basis
- Knows what his Patrol members and leaders can do
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.

Resources

As patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmaster, Patrol Advisor, and Troop committee members. Other resources include your fellow Troop junior leaders, teachers, religious advisers, and community leaders. Some literature that can help you follow:

- Boy Scout Handbook, No. 3229
- Woods Wisdom, Troop Program Features, No. 7262A
- Boy Scout Requirements, No. 3216B (advancement)
- Copies of work sheets from Scoutmaster's Junior Leader Training Kit that relate to the patrol leader
- Boys' Life
- Copy of Troop rules and policies
- Activity calendars (Troop, district, school)
- First Class Tracking Sheet, No. 4101C
- Troop meeting planning sheets (from Woods Wisdom)
- Junior Leader Handbook, No. 3500
- Fieldbook, No. 3200
- Boy Scout Songbook, No. 3224A
- Merit Badge pamphlets
- Troop and patrol rosters
- Campfire planner sheets, No. 3696
- BSA equipment catalog





Assistant Patrol Leader

The Assistant Patrol Leader is appointed by the Patrol Leader, with the Scoutmaster's approval, and leads the patrol in his absence.

Duties

- Helps the patrol leader plan and steer patrol meetings and activities
- Helps keep the patrol members informed
- Helps the patrol get ready for all Troop activities
- Represents his patrol at the Patrol Leaders' Council meetings when the patrol leader can not attend
- Lends a hand controlling the patrol and building patrol spirit
- Knows what his Patrol members and leaders can do
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.

Resources

As assistant patrol leader, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmaster, and Troop committee members. Other resources include your fellow Troop junior leaders, teachers, religious advisers, and community leaders. Some literature that can help you follow:

- | | |
|---|---|
| ● Boy Scout Handbook, No. 3229 | ● Boy Scout Songbook, No. 3224A |
| ● Fieldbook, No. 3200 | ● Troop meeting planning sheets (from Woods Wisdom) |
| ● Boy Scout Requirements, No. 3216B (advancement) | ● Boys' Life |
| ● Merit Badge pamphlets | ● Copy of Troop rules and policies |
| ● Activity calendars (Troop, district, school) | ● Patrol roster |
| ● First Class Tracking Sheet, No. 4101C | ● Campfire planner sheets, No. 3696 |
| ● Junior Leader Handbook, No. 3500 | |



Troop Leadership Positions

Leadership Positions are offices held by a Scout where he must instruct and lead other Scouts. Scout Leadership positions help develop leadership skills. The Scout is appointed to these positions based on recommendations of the Senior Patrol Leader, with the Scoutmaster's approval. Adult leaders help guide the Scout as he learns these skills.

All ranks above First Class require Leadership positions, except as indicated. The positions include Troop offices and Den Chief positions.



Troop Guide

The Troop Guide must be at least a First Class Scout or one rank above the patrol leader he is assigned to. He works with new Scouts as they are introduced into the Troop. He assists them in learning basic Scouting skills, helping during Troop meetings and during outdoor activities.

Duties

- Introduces new Scouts to Troop operations
- Guides new Scouts through early Scouting Activities
- Shields new Scouts from harassment by older Scouts - Enforces Safe Haven concepts.
- Helps new Scouts earn First Class rank in their first year
- Teaches basic Scout skills
- Coaches the patrol leader of the new Scout on his duties
- Works with the patrol leader at Patrol Leaders' Council meetings
- Attends Patrol Leaders Council meetings with the patrol leader of the new Scout or new patrol
- Assists the Assistant Scoutmaster of the patrol with training
- Counsels individual Scouts on Scouting's challenges
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.



Instructor

The Instructor helps teach Scouting skills to the Troop and Patrols.

Duties

- Teaches Basic Scouting skills in Troop and patrols
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.

Resources

As the Troop instructor, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmaster, and Troop committee members. Other resources include your fellow Troop junior leaders, teachers, religious advisers, and community leaders. Some literature that can help you follow:

- Boy Scout Handbook, No. 3229
- Boy Scout Requirements, No. 3216B (advancement)
- Copy of Troop rules and policies
- Activity calendars (Troop, district, school)
- First Class Tracking Sheet, No. 4101C
- Junior Leader Handbook, No. 3500
- Boys' Life
- Troop and patrol rosters
- Troop/Team Record Book, No. 6510



Den Chief

This is a First Class Scout or higher who works with a Cub Scout Den or Webelos Scouts as an assistant does to the Den Leader or Cubmaster. He reports to the Den Leader in the Pack and the Assistant Scoutmaster for the new Scout patrol.

Duties

- Serve as 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, prepare the boys to join Boy Scouting. Webelos Den Chiefs also will work to interest the Webelos Scouts in becoming Boy Scouts.
- Project a positive image of Boy Scouting.
- Set a good example.
- Wear the uniform correctly.
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- If absent, make sure these duties are covered by another person.

Resources

As a den chief, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmaster, and Troop committee members, as well as the Cubmaster and den leader. Other resources include your fellow Troop junior leaders, teachers, religious advisers, and community leaders. Some literature that can help you follow:

- Boy Scout Handbook, No. 3229
- Junior Leader Handbook, No. 3500
- Boys' Life
- Activity calendars (Troop, district, school)
- Den Chief Handbook, No. 3211A
- Fieldbook, No. 3200
- Copy of Troop rules and policies
- BSA equipment catalog





Chaplain's Aide

The Chaplain Aide works with the Troop Chaplain to meet the religious needs of the Scouts in the Troop. He also works to promote the religious emblems program. He assists the chaplain with the religious services at Troops meetings, camp outs and activities.

Duties

- Assists the Troop chaplain with religious services at Troop activities
- Tells Scouts about the religious emblem program for their faith
- Ensures religious holidays are considered during Troop program planning
- Helps plan for religious observances in Troop activities
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.



Librarian

The Librarian takes care of the literature in the Troop library.

Duties

- He keeps records of all books and pamphlets owned by the Troop
- He adds new or replacement items as needed
- Keeps the books and pamphlets available for borrowing
- Keeps as system for checking out Troop literature and follows up on late returns
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.

Resources

As the Troop librarian, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmaster, and Troop committee members. Other resources include your fellow Troop junior leaders, teachers, religious advisers, and community leaders. Some literature that can help you follow:

- Boy Scout Handbook, No. 3229
- Woods Wisdom, Troop Program Features, No. 7262A
- Fieldbook, No. 3200
- Boy Scout Requirements, No. 3216B (advancement)
- Merit Badge pamphlets
- Activity calendars (Troop, district, school)
- Troop/Team Record Book, No. 6510
- Varsity activity pamphlets



- Junior Leader Handbook, No. 3500
- Scoutmaster Handbook, No. 6502
- Boy Scout Songbook, No. 3224A
- Boys' Life
- Copy of Troop rules and policies
- Troop roster
- Index of Scouting literature
- Venture activity pamphlets



Quartermaster

His responsibility is to keep the Troop and Patrol gear in working order and assures the equipment is clean when stored. This individual works closely with the Adult Quartermaster in ordering and maintaining the equipment and supplies.

Duties

- Keeps a record on patrol and Troop equipment
- Makes sure equipment is in good working condition
- Makes sure appropriate equipment is provided for all events
- Issues equipment and makes sure it's returned in good condition
- Makes suggestions to Committee Quartermaster for new or replacement items
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.



Scribe

The Scribe is responsible to maintain the Troop log of activities at each meeting and outing. This individual is also responsible to make sure the money is collected for campout food.

Duties

- Attends and keeps a log of Patrol Leaders' Council meetings
- Records individual Scout attendance and dues payments
- Records individual Scout advancement progress and coordinates with Troop Guide and Advancement Chairperson
- Works with the Troop Committee Finance member on Scout and patrol accounts
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.

Resources

As the Troop scribe, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmaster, and Troop committee members. Other resources include your fellow Troop junior leaders, teachers, religious advisers, and community leaders. Some literature that can help you follow:

- Boy Scout Handbook, No. 3229
- Boy Scout Requirements, No. 3216B (advancement)
- Copy of Troop rules and policies
- Activity calendars (Troop, district, school)
- First Class Tracking Sheet, No. 4101C
- Junior Leader Handbook, No. 3500
- Boys' Life
- Troop and patrol rosters
- Troop/Team Record Book, No. 6510



Historian

Keeps historical records or scrapbook of Troop activities.

Duties

- Gathers pictures and facts about past Troop activities and keeps them in a historical file or scrapbook
- Maintains all Troop trophies, ribbons and souvenirs of Troop activities
- Keeps information about former members of the Troop
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- If absent, make sure these duties are covered by another person.

Resources

As the Troop historian, there are many resources available to you to help you do your job. These include people such as your Scoutmaster, assistant Scoutmaster, and Troop committee members. Other resources include your fellow Troop junior leaders, teachers, religious advisers, and community leaders. Some literature that can help you follow:

- Boy Scout Handbook, No. 3229
- Scoutmaster Handbook, No. 6502
- Woods Wisdom, Troop Program Features, No. 7262A
- Boy Scout Requirements, No. 3216B (advancement)
- Copy of Troop rules and policies
- Activity calendars (Troop, district, school)
- Junior Leader Handbook, No. 3500
- Fieldbook, No. 3200
- Boys' Life
- Boy Scout Songbook, No. 3224A
- Troop roster
- Troop/Team Record Book, No. 6510



Cheermaster

The Cheermaster is appointed by the Patrol Leader and is responsible for keeping morale high in the Patrol.

Duties

- Keep Troop and Patrol morale high.
- Coordinate participation with patrols and adults for campfire programs.
- Learn songs, yells, stunts and campfire programs.
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly
- Show Scout spirit.

Junior Assistant Scoutmaster

The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least 16 years old, not yet 18 and an Eagle Scout. He's appointed by the Scoutmaster and approved by the Troop Committee because of his leadership ability. A Junior Assistant Scoutmaster will be considered as an Assistant Scoutmaster, will be afforded the respect due his position, and will be obeyed as an Assistant Scoutmaster. Any concerns or complaints about his performance will be directed to the Scoutmaster, and not the Senior Patrol Leader.

Duties

- Functions as an Assistant Scoutmaster
- Performs duties as assigned by the Adult Scout Leaders
- Sets a good example, lives by the Scout Oath and Scout Law and shows Scout Spirit
- Enthusiastically wears the Scout uniform correctly



Patrol Leaders' Council

The Patrol Leaders' Council plans and conducts Troop activities. It consists of the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guides, and each Patrol Leader. The Senior Patrol Leader is the head of the council, which may include other Troop Officers and an Assistant Patrol Leader. The Scoutmaster will attend as the council's advisor. The Troop Instructor and Junior Assistant Scoutmaster may attend as needed. The PLC will meet a minimum of once a month.

The Patrol Leaders' Council (PLC) defines the rules of the Troop as described on Pg. 49 of the Patrol Leaders Handbook. The Council recommends disciplinary actions to the Troop Committee or Scoutmaster. The final authority in all matters is the Scoutmaster and the Troop Committee. See Troop Code of Conduct for further detail.

1. The PLC plans the annual program with assistance from the Scoutmaster. Year planning, camping program, merit badges and advancement needs are designed.
2. Current status of each Patrol is reviewed. Advancement goals are evaluated. Each Patrol Leader must be prepared to discuss all aspects of the Patrol members' rank and merit badge achievements.

Rules during a Patrol Leaders' Council Meeting

- The Senior Patrol Leader conducts and leads the meeting.
- Scoutmaster will act in a advisory role to SPL.
- The meetings will be run in a business like manner
- All discussions will focus on the benefits of the Scouts and Troop
- Any private matter discussed during the meeting will remain private to the meeting. Any questions regarding a private topic away from the meeting will be directed to the Scoutmaster.



Troop Code of Conduct

The behavior of Adult Leaders and Scouts should be in keeping with the Scout Law, Scout Oath and the Outdoor Code. The actions of an Adult Leader or Scout should in no way compromise the safety of the Scout or others.

There are two specific areas of responsibility: general conduct and individual conduct. Each Scout his parent(s) or legal guardian(s), and adult leaders, should strive to do everything possible to adhere to all rules and regulations for the purposes of safety, health and behavioral conduct. The Patrol Leaders' Council (PLC) enforces the Scout's responsibilities, which is responsible for Scout Discipline Honor. The Troop Committee enforces the Adult's areas of responsibility.

It is required that the Scout and his parent(s) or legal guardian(s) read and sign the Code of Conduct together on an annual basis (at time of re-charter). This signature page must be returned to the Safety and Health Coordinator annually. Health and Safety Coordinator will keep a copy for the Troop's records

This Code of Conduct will be followed at all Troop functions. In the event of the need for disciplinary action it is the desire of both the Leaders and Scouts that the situation be handled at the Troop level with a minimum of input from home. Disciplinary action should be swift so that the Scout can return to planned activities as soon as possible.

When a conflict between Scouts occurs, the following steps should be followed:

1. **Obtain the facts.** Be certain that the problem is real. What are the rules that were broken?
2. **Listen to each Scout and understand their point of view.** Understand all sides of the story. Does each Scout understand what he did was wrong? Understand why the Scout had difficulty with the rules. Did the Scouts understand the rule, or does he not like the rule?
3. **Discuss resolutions with each Scout.** Ask the Scout what could be done to avoid further conflicts.
4. **Monitor and make sure the resolution is being carried out.** If the problem continues then the situation should be discussed at the next Patrol Leaders Council. A recommendation of discipline may then be given to the Scoutmaster.

If the behavior of the Scout requires correction, discipline will proceed as follows:

1. If he is unable to correct the violations, he will bring it to the attention of the Scoutmaster or the Adult Scout leader in charge of the event or activity. The Patrol Leaders' Council will be informed and recommend disciplinary action and rule changes. Any Scout with a Scout oriented problem that cannot be worked out in his Patrol or in the Troop has the right to speak before the PLC and request assistance. Both the Youth Leader and Adult Leader will counsel the Scout as to his breach of the Code of Conduct.
2. He may be given a copy of the Code of Conduct to read during this time. Any discipline involving any physical contact is strictly forbidden. If the Troop is at a weekend camping trip, a summer camp or a high adventure camp, it will be up to the Scoutmaster or trained Adult Leader to determine a further course of action. Continued "sitting out" of activities may be warranted. Other methods to correct violations may include additional campsite duties or Troop duties.
3. If the actions of the PLC do not correct the situation, the parent(s) or legal guardian(s) of the Scout will be called by the Scoutmaster or trained Adult Leader and will be requested to pick up the Scout. If they can not arrange to pick up their child, they will be responsible to reimburse the Troop the costs to send the Scout safely home. Parent(s) or legal guardian(s) will be required to meet with the Scoutmaster and the Troop Committee to discuss the Scout's re-admission to Troop activities.

In all activities and events, the Scout(s) will be responsible to follow the chain of command. Unless the leader in involved, the Scout will bring the problem to his patrol leader. If the Patrol Leader can not correct or handle the problem, the patrol leader will contact the senior patrol leader. If the senior patrol leader can not correct or handle the problem, he will contact the Scoutmaster or the adult Scout leader in charge. The Scout should not jump the chain of command except in the course of an emergency. A Scout should not contact his parent for assistance, unless that parent is the Scoutmaster or adult leader in charge.

The PLC will not be involved in any concern between a Scout or Scouts, and an Adult Leader. The Senior Patrol Leader will report disagreements immediately to the Senior Adult Leader at the event, the Scoutmaster or Troop Committee Chairperson. The Senior Patrol Leader will not discuss the event with any other Scout or with the PLC



Junior Leaders will be assisting and interacting with other Scouts as their leaders. There will be times when the Junior Leader is an instructor, manager and mediator. The Junior Leader must remember to be fair and understand how the other person feels.

Good behavior and participation should be recognized. Boys exhibiting above average Scout-like behavior could receive a Troop honorarium. The honorarium will be determined by the appropriate committee, the Patrol Leaders Council, or the Troop Committee. They may be issued at the time of the event, a Troop meeting, or at a Court of Honor.

General Conduct

Prior to a Scout attending any Scouting event, any camping or external Scouting activity, the Scout must have the following forms completed and returned to the Troop Committee: a current and completed Class Two or Class Three Medical form; a fully signed Code of Conduct Acknowledgment form; and the Troop Activity Permission Form.

The entire code of conduct can be summarized in the following statement. If a Scout or adult Scouter complies with this law, the remaining laws are rhetorical:

All Scouts and Adult Leaders are expected to conduct themselves in accordance with the Scout Oath, Scout Motto and the Twelve Points of the Scout Law.

1. The Scoutmaster and Assistants Scoutmasters are responsible for the supervision of the Troop in respect to maintaining discipline, security, and the safety of the Scouts. They are to be obeyed to the fullest extent.

The Troop leaders are responsible for the Health and Safety of all Scouts at all events or camp outs. They must know where every Scout is throughout the event or camp out in case of emergencies. No Scout is ever to leave a meeting or an event without informing the Scoutmaster or the adult leader in charge. All Scouts are expected to travel with the Troop to, and from, all events and camp outs. If a Scout is unable to travel with the Troop, plans to show up late, or leave early, the Scout is responsible to notify the Scoutmaster or Adult Leader in Charge of the late arrival, or early departure. Any Scout who fails to notify the Scoutmaster or Adult Leader in Charge will be placed on a leave of absence for a minimum of six (6) weeks. Before the Scout can return to the Troop, the Scout and his parent/s and/or legal guardian/s must meet with the Troop Committee Chair and Scoutmaster.

2. TROOP 451 BELIEVES IN PROVIDING ALL SCOUTS WITH A SAFE HAVEN. HAZING OR ACTS OF "INDOCTRINATION" HAVE NO PLACE IN SCOUTING, NOR DOES ANY SIMILAR FORMS OF PUNISHMENT. LEADERS AND OLDER SCOUTS MUST PREVENT ALL SCOUTS FROM BEING "INITIATED" WITH A HAZING ACTIVITY BY TROOP MEMBERS OR INDIVIDUALS. ALL INCIDENTS OF HAZING WILL BE REPORTED TO THE LOCAL COUNCIL SERVICE CENTER. IF NECESSARY, THE HAZING MAY ALSO BE REPORTED TO THE APPROPRIATE LAW ENFORCEMENT AGENCY.

ALL INCIDENTS INVOLVING HAZING OR PHYSICAL FORMS OF PUNISHMENT, REGARDLESS OF THE REASON FOR THE INCIDENT, WILL IMMEDIATELY RESULT IN THE ADULT SCOUTER OR BOY SCOUT BEING INSTRUCTED TO LEAVE THE EVENT. THE OFFENDER WILL BE PREVENTED FROM CONTINUED PARTICIPATION IN ANY TROOP ACTIVITY UNTIL THE TROOP COMMITTEE EVALUATES THE INCIDENT AT A SPECIALLY CALLED MEETING.

It is to be understood that the safety of the Scouts and adult Scouters is paramount. Any action(s), which could jeopardize the safety of an event, will not be tolerated. Any physical threat or act, or verbal threat or act, against the health and safety of any Scout or Scouter, or against the personal property of the Troop, Scout or Scouter, will result in the immediate dismissal of the Scout from the activity. The physical act can include any contact of one individual with another without their consent. The Scout will be dismissed from all future activities until the event is formally reviewed in a specially called Troop Committee Meeting. The Troop Committee will have authority to investigate the event and to render a judgment. Should the situation warrant, the Scoutmaster, Troop Committee Chairperson or Charter Organization Representative shall notify law enforcement authorities in a timely manner.

3. It is clearly understood that the purchase, possession, use or consumption of alcoholic beverages or illegal drugs at a Scouting event by any Scout or Adult Leader is prohibited. Smoking or the use of tobacco products is prohibited in the presence of Scouts. The BSA recommends that leaders maintain the attitude that young adults are much better off without tobacco. Leaders are encouraged not to use tobacco products in any form nor allow their use at any BSA activity.

4. Serious and/or repetitive behavior by any youth, including the use of tobacco products, cheating, stealing, dishonesty, swearing, fighting, gambling, cursing, or lewd or inappropriate sexual references or comments, will result in disciplinary actions and loss of privileges at the discretion of the PLC.



5. In consideration of other Troop participants, all Scouts agree to follow bedtime and sleep schedules of the Troop, unless otherwise directed by the Troop leadership.
6. Each Scout and Scouter is responsible for keeping their tent and personal gear clean and neat.
7. Every Scout is expected to help plan, organize and participate in Patrol activities such as campsite setup and cleanup, as well as cooking and cleaning.
8. The wearing of military or paramilitary clothing, and camouflage, or participation in war games or "paint ball games" at Scouting activities, is a violation of National BSA policy, and will not be permitted.
9. Stoves or lanterns requiring liquid or bottled fuel will be filled, lit and extinguished by an Adult Leader or a Scout who has earned the Fireman Chit card may light and extinguish stoves and lanterns. Troop 451 does not recommend the use of liquid fuel stoves or lanterns except for backpacking.
10. Liquid fuels will be stored by an adult leader in a safe, cool location and will not be allowed in the immediate campsite area.
11. Fires are for cooking, illumination, warmth and fellowship. Any fire that does not serve those purposes or is of a potentially playful or hazardous nature is strictly forbidden.
12. No pressurized food, potentially flammable insect repellent, shaving cream, deodorant or spray containers will be allowed at any Scout function without prior approval of the Adult Leader in charge.
13. No carbonated beverages are to be brought to campouts or meetings or Scouting activity. Refreshments may be permitted before or after the activity has been completed at the discretion of the Adult Leaders in charge. Soft drinks are not allowed during Troop meetings or during camping meals.
14. Prior to a Scouts' participation in any Troop event, outing or campout, it is the responsibility of the Scout, or his parent(s) or legal guardian(s), to register all prescription and non-prescription medications with the Health and Safety Assistant Scoutmaster, or his designate. This individual will make certain that the medication will be taken when required, in the proper dosage and all unused medication will be returned to the parent(s) or legal guardian(s) on return from the event. All administrations of the medication will be recorded in the Troop First Aid Logbook.
The total number of pills, type of medication, times the medication must be taken, and reason for taking the medication, will be noted prominently on the container.
If a Scout arrives at an event without his medication, he will not be allowed to attend the event until the medication has been received. If the Scout reports he does not have his medicine during an event, a medical crisis may be declared and the Scout may be required to leave the event.
15. Scouts that do not wear their uniform participate in Troop activities, money earning events, campouts, meetings, etc (without the approval of the Scoutmaster) will not be considered in good standing, and will not be allowed to advance in rank or position of responsibility until the situation is corrected.
16. Flying in hang gliders, ultralights, experimental-class aircraft and hot air balloons, parachuting, and flying in aircraft as part of a search-and-rescue mission are unauthorized activities.
17. In agreement with the American College of Emergency Physicians, the Troop believes it is better to be safe than sorry when it comes to the health and safety of our Scouts. If there is any doubt in our mind regarding the medical health and safety of our Scouts, we will contact the parents and/or legal guardians while planning to obtain the appropriate emergency care.



Adult Leaders' Areas of Responsibility

1. It is to be understood that the Boy Scouts of America, and Troop 451, is a private organization. A unit leader may not serve in Troop 451 until his registration is approved by the Chartered Organization, their Chartered Organization Representative, and by the local boy Scout council. An Adult Scouter's participation in the activities of Troop 451 may be curtailed or terminated at any time by the decision of a quorum of the Troop Committee. The Chartered Organization Representative has the absolute right to curtail or terminate any adult Scouter activity with Troop 451 without the approval of the Troop Committee. The Chartered Organization Representative will submit a report in writing to the Charter Organization, Troop Committee and the local Boy Scout council describing the circumstances surrounding the action.

2. The Scoutmaster or trained Adult Leader in charge is responsible for each Scout's safety and is to be obeyed to the fullest extent. Failure to follow the Adult leader in charge may be grounds for the Scout to be removed from the activity.

3. Two registered adult leaders, or one adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older, are required for all trips or outings. There are a few instances, such as patrol activities, when no adult leadership is required. Where overnight activities require male and female adult leaders, both must be 21 years of age or older. When staying in tents, no youth will stay in the tent of an adult other than his parent or guardian. Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.

No fewer than four individuals (always with the minimum of two adults) may go on any back country expedition or campout. If an accident occurs, one person stays with the injured and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions and overall degree of challenge. If two trained adult leaders are unable to attend the outing or activity, the outing or activity will be canceled. Normally for campouts four (4) trained adults are required to maintain two (2) deep leadership.

4. Smoking or use of tobacco products is never allowed in the vicinity of Boy Scouts. The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

5. All vehicles transporting Scouts will carry present and adequate liability insurance coverage as set out in current Boy Scouts guidelines. All vehicles involved in the activity will be reported to Longhorn Council with the Troop Tour Permit.

6. All Adult Leaders will be required to attend an approved Youth Protection Training Course, and maintain a valid certification of training. Adult Leaders working with the Scouts in a position of Scoutmaster or Assistant Scoutmaster must complete the Fast Track Training, Basic Leader Training and the appropriate Scoutmaster Training offered by the Tonkawa District, Longhorn Council, or other approved Boy Scout Council program.

7. The Troop Committee Chair, Scoutmaster and Charter Org. Rep. at a special meeting will resolve any problems with an Adult Leader. The Scoutmaster, in conjunction with the Troop Committee Chairperson and Chartered Organization Representative, may temporarily relieve any Adult Leader of involvement with the Scouting program at the Troop level until the Committee reviews the problem. In the case of imminent danger or harm to a Scout or another Adult Leader, the Scoutmaster or his designate may demand the Adult Leader leave the activity prior to contact with the Troop Committee Chairperson or Charter Organization Representative.

In situations requiring reporting only to the Scout Executive, the Scoutmaster or his designate will do so immediately. In these situations, the Scoutmaster or his designate will immediately notify the Chartered Organization Representative. No one will notify the Troop Committee until authorized by the Chartered Organization Representative or the Scout Executive.

8. No Scout may ride in a vehicle with a driver under 21 (BSA rules state the age is 18) years of age without written consent from the parent(s) and/or legal guardian(s) verified by the Adult Leader in charge.

9. All Scouts riding in vehicles must wear a seat belt while the vehicle is underway. Passenger cars or station wagons may be used for transporting passengers, but passengers should not ride on the rear deck of station wagons. Trucks may not be used for transporting passengers except in the cab.

10. No Scout or adult leader is allowed to ride in the bed of any pickup or truck, or ride on the rear deck of station wagons. No Scout or adult leader is allowed to ride on any part of a motorized vehicle not designed to carry passengers.

11. No one can sign off any rank or advancement requirement unless they meet the following two conditions: first, they must witness the Scout completing the requirement or watch the Scout prove up completion of the requirement; and second, that person is either the Scoutmaster, Assistant Scoutmaster, Advancement Chairperson, Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader or Troop Guide. All initials must have three initials for proper identification.



Boy Scouts' Areas of Responsibility

1. The official Field Scout uniform consists of short or long-sleeve shirt with the proper insignias attached, Scout shorts or long pants, web belt or other Scout belt, Troop neckerchief and slide of your choice, and Scout socks. The Field uniform will be worn to all Troop meetings, while traveling in public to and from Scout outings and at all campout assemblies. Scoutmaster or adult leader in charge of the activity will determine appropriate attire for the Scouting activity.

The Boy Scout Uniform shows membership in the world brotherhood of Scouting, the largest youth organization in the free world. It enhances a boy's sense of belonging and gives him a place to display recognition of his very own achievements. When a Scout wears his uniform, no one knows if he is rich or poor, only that he is a brother Scout and what he has achieved so far in Scouting.

The boys of our Troop have set a dress code. This code defines the proper uniform for Troop meetings, camp-outs, summer camp, formal occasions (such as a court of honor where the Scouts are presented their awards) and work details. All Scouts MUST be properly uniformed at all Troop activities, meetings, campouts, etc. A Scout will be considered out of uniform if he does not wear all items that are set up in the dress code. He will be considered as having Scout Spirit if he does not wear his uniform.

2. It is presumed that any Scout who has been a Scout for six months has had adequate time to obtain a complete Scout uniform. If there is a financial difficulty, please inform the Scoutmaster or Committee Chairperson. The Troop may be able to assist a Scout in securing a complete uniform.

3. Each Scout is responsible to maintain his dues. The Troop collects \$5.00 per month. Any Scout behind in his dues shall be considered "not in good standing" and shall not be entitled to vote, camp with the Troop or Patrol or attend field trips, run for Troop position, be presented for a Board of Review, or advance in rank. A Scout will not be considered as current in his dues if he is more than one (1) month behind.

4. Any Scout not attending Troop activities in a six-week period shall be considered "not in good standing" unless his Patrol Leader approves the reasons for the absence and the Patrol Leaders Council has been informed.

5. Liquid fuels or liquid fuel fire starters will not be used by Scouts to start wood fires.

6. Trees, living or dead, will not be struck or downed without the Scoutmaster's permission.

7. No Scout will carry or use a knife, ax or saw until he has had the proper training, has been issued, and is in possession of a "Totin' Chip" card. No Scout will start, extinguish, or use any type of fire or fire starting equipment until he has had the proper training, has been issued, and is in possession of, a "Fireman Chit" card.

8. Scout discipline and the Patrol Leaders Council determines rules. Any Scout with a Scouting related problem that cannot be resolved on the Patrol level has the right to speak before the PLC and request assistance and advice.

9. The patrol leaders shall submit a roster of attendees for any activity to the SPL for review a minimum of two Troop meetings prior to the activity. If the activity is a campout, the patrols shall present menus along with a duty roster detailing patrol cooking and clean up responsibilities to the SPL for approval at the same time specified for the roster of attendees.

10. Campouts will be run according to the Patrol method. Programs will be planned by the Patrol Leaders Council using the annual planning calendar and with the agreement of the Scoutmaster and the Troop Committee. The program will be submitted by the SPL at the Troop meeting one week prior to the campout, or the outing is canceled by the Scoutmaster.

11. A Scout must wear the Field uniform when being presented to a Board of Review for Rank Advancement. In addition, his Scout handbook must be presented, with the appropriate signatures and confirmation, at the Scoutmaster conference for the rank being reviewed. A Scout improperly dressed for a Board of Review, does not wear his complete Field uniform, or is behind in his dues, may not be approved for Rank Advancement. Additional uniform requirements include Merit Badge Sash, OA Sash and Mic O Say Claws if applicable for Star rank or above. The merit badge sash should be worn and the OA sash carried. The Scout should also bring their binder of advancements/merit badge cards as well to the Star Rank (or higher) boards.

12. Radios, tape players, cell phones, MP3 players, electronic games and other electronic equipment are not allowed at Troop functions unless their use is required for an activity or event. They can be used during travel to and from outings and campouts, as long as the equipment does not distract the driver or other passengers, and the equipment is left in the vehicle during the outing and campouts. Troop 451 will not be responsible for the loss or damage to any personal property unless the loss or damage is caused by, or at the direction of, an adult leader.

13. Because of the possibility of animals forcing their way into tents, no food or drink will be allowed in a Scout's tent during



a campout or outdoor activity.

14. Each Scout is responsible for informing their parent(s) or legal guardian(s) of Troop activities and financial obligations. If a Scout is in doubt about his responsibility or participation in any event, or his obligations to the Troop or his Patrol, he should contact his Patrol Leader. If a satisfactory answer can not be obtained he should contact the Senior Patrol Leader. If this fails, he should contact the Scoutmaster.

15. Scouts that cause or inflict damage to Troop property or personal property of others will be held financially responsible for its replacement within a reasonable period of time.

16. No Scout or Adult Leader may leave a Troop activity without notifying the Scoutmaster and/or the Adult Leader in charge.



Boy Scout Parents' Areas of Responsibility

1. Parent(s) or legal guardian(s) must complete a medical statement listing allergies, habits, conditions, medications required, or other vital information that might impact an Adult Leader's ability to protect and maintain the Scout's mental, physical or emotional well-being prior to each activity. All medications should be reported to the Troop designated individual.
2. Parent(s) or legal guardian(s) will be responsible for dropping off and picking up their son from Troop activities on time. The Troop leadership will provide anticipated dates and times to parent(s) or legal guardian(s) for the Scouts to return, but there may be times when the return would be delayed. In such circumstances the Scout Leaders will attempt to timely notify all concerned parent(s) or legal guardian(s). All parents must provide the Troop with a phone number where we can contact a parent or legal guardian during an emergency situation at a Troop event.
It must be understood by the parent(s) and/or legal guardian(s) that the activities of Troop 451 is not a child care facility.
3. Scouts and their parent(s) or legal guardian(s) are responsible for meeting their financial obligations. Scouts will participate in money earning programs to the best of their ability. If a family can not meet their financial obligations they should contact the Scoutmaster or Committee Chairperson as soon as possible for a confidential discussion.
4. Parent(s) or legal guardian(s) will provide the Troop with the phone numbers of next of kin or responsible parties who could be contacted if the parent(s) or legal guardian(s) is unavailable while the Scout is involved in any activity outside of the regular weekly meeting.
5. Adults, other than the Scoutmaster, Adult Leader in charge, Committee Chairperson or Chartered Organization Representative, will not contact Scouts about problems or concerns. Any problems or concerns by any adult are to be directed first to the Scoutmaster. If the Scoutmaster is unavailable to assist or help, or involved in the conflict, the Committee Chairperson or Charter Organization Representative should be contacted. These leaders will research the problem and report back to the requesting adult. All problems or concerns will be kept as confidential as possible.
6. A parent or legal guardian will not pick up their Scout from an event other than a regular Troop meeting without contacting the Scoutmaster or the adult leader in charge of the event. Telling any other individual that they are leaving the activity is not acceptable.
7. Scouting provides experiences to learn self sufficiency, independence and life skills. Parents are requested not to interfere in the Patrol function except in an emergency.
8. No Scout or Adult Leader may leave a Troop activity without notifying the Scoutmaster and/or the Adult Leader in charge.



Code of Conduct Acknowledgment

Scout Acknowledgment

I, Scout _____, agree to abide by the rules of conduct and behavior for Troop 451 and the Boy Scouts of America.

Signed and Dated: Scout _____

Date _____

Parent Acknowledgment

I/we, the parent(s) and/or legal guardian(s) of our son _____ have reviewed the Code of Conduct of Troop 451 with our son, and agree to abide with the rules and regulations of Troop 451 and the Boy Scouts of America.

Signed and Dated: Parent _____

Date _____

Signed and Dated: Parent _____

Date _____

This Acknowledgment form must be returned to the Scoutmaster as soon as possible.

