

# *Troop 925*

## *Parent Guidebook*



*Chartered through Katy Family YMCA  
Texas Skies District  
Sam Houston Area Council  
Boy Scouts of America*

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# INTRODUCTION

Welcome to Boy Scouts and to Troop 925! Our troop is a participating member of the Texas Skies District of the Sam Houston Area Council, Boy Scouts of America.

Formed in 1999, Troop 925 offers a broad Scouting program for junior high and high school boys. Scouts can expect to learn values, outdoor skills, leadership and self-reliance in a fun and rewarding environment. They will be challenged to learn about themselves, other Scouts and the world around them. Their Scouting experience will make them better men and better citizens of the United States and the world.

Troop 925 is a Scout-led organization. Under the watchful eyes of an exceptionally active adult leadership, Scouts are encouraged to work as a team, while remaining individuals. The boys select their own leaders, plan and carry out their activities, and train the newer members. Each boy is rewarded with praise for accomplishment, while earning personal recognition and other troop honors. No Scout ever fails; he just may not have succeeded, yet.

For parents, this guide provides detailed information on what the Scouting program is all about, the organization of our Troop, how your son can progress through the Scout ranks, and related expenses. It is also designed to help you understand how youth and adults work together to make Troop 925 a success. As you read this guide, make note of any area(s) where your skills, knowledge and experience would support the program. Then, plan to be part of the Troop's and your son's success!

# WHAT IS BOY SCOUTING ALL ABOUT?

Boy Scouting is a year-round program for boys ages 11-17. Boys who are 10 may join if they have received the Arrow of Light or have finished the fifth grade. Boy Scouting is a program of fun outdoor activities, peer group leadership opportunities, and a personal exploration of career, hobby and special interests, all designed to achieve BSA's objectives of strengthening character, personal fitness and good citizenship.

“The mission of the Boy Scouts of America (BSA) to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.”

This involves building desirable qualities of character, a high degree of self-reliance, a sense of responsibility, a respect for others, the desire and skills to help others, leadership skills, and a desire to be a good citizen of our nation and community.

## ***The Aims of Scouting***

The Scouting Program has three specific objectives. These three aims are the bedrock of the American Scouting movement. They represent the long-term outcomes desired for every boy. They are:

**Character Development:** building self-reliance, self-discipline, self-confidence, and self-respect.

**Citizenship Training:** fostering love of community, country and world, along with a commitment of service to others and an understanding of democratic principles.

**Personal Fitness:** developing physical, mental, emotional, and moral fitness that will stay with the Scout for the rest of his life.

## ***The Methods***

The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

**Ideals:** The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Boy 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 and who he becomes.

**Patrols:** The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.

**Outdoor Program:** Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors, the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Boy Scouts learn ecology and practice conservation of nature's resources.

**Advancement:** Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancements and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

**Association with Adults:** Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. In many cases, a Scoutmaster who is willing to listen to boys, encourage them, and take a sincere interest in them can make a profound difference in their lives.

**Personal Growth:** As Boy Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Boy Scouting. Boys grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with his Scoutmaster help each Boy Scout to determine his growth toward Scouting's aims.

**Leadership Development:** The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

**Uniform:** The uniform makes the Boy Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world of brotherhood of youth who believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

## ***The Values***

### **Scout Oath (or Promise)**

On my honor I will do my best  
To do my duty to God and my country  
And to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

### **Scout Motto**

Be Prepared

### **Outdoor Code**

As an American, I will do my best to  
Be clean in my outdoor manners,  
Be careful with fire,  
Be considerate in the outdoors, and  
Be conservation-minded.

### **Scout Slogan**

Do a Good Turn Daily

## Scout Law

### A Scout is:

**TRUSTWORTHY** A Scout *tells* the truth. He keeps his promises. Honesty is part of his code of conduct. People can depend on him.

**LOYAL** A Scout is true to his family, Scout leaders, friends, school, and nation.

**HELPFUL** A Scout is concerned about other people. He does things willingly for others without pay or reward.

**FRIENDLY** A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs other than his own.

**COURTEOUS** A Scout is polite to everyone regardless of age or position. He knows good manners make it easier for people to get along together.

**KIND** A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not hurt or kill harmless things without reason.

**OBEDIENT** A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

**CHEERFUL** A Scout looks for the bright side of things. He cheerfully does tasks that come his way. He tries to make others happy.

**THRIFTY** A Scout works to pay his way and to help others. He saves for unforeseen needs. He protects and conserves natural resources. He carefully uses time and property.

**BRAVE** A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at or threaten him.

**CLEAN** A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

**REVERENT** A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

# TROOP ORGANIZATION

Troop 925 is a participating member of the Texas Skies District of the Sam Houston Area Council, Boy Scouts of America. The Troop's organization consists of the Scouts, their adult leaders, and a Chartered Organization.

## ***The Scouts***

Troop 925 divides its Scouts into patrols, groups of six to eight boys who work together, based upon skills, knowledge and rank. Depending upon the number of Scouts, there may be more than one patrol per level.

- New Scout Patrol- new members
- Young Scout Patrol(s) – boys 11-13 years of age, advancing towards First Class
- Older Scout Patrol(s) – boys 13-18 years of age, advancing towards Eagle

Scouts participate in most activities as a patrol, under the direction of their patrol leader. The patrol leader works with the Scouts in his group to answer questions, take suggestions and solve problems. As necessary, he seeks the counsel of the Senior Patrol Leader

## ***Adult Leadership***

Adult volunteers fall into two basic categories: those working directly with Scouts and those performing Troop administration and support.

### **Scoutmaster**

The Scoutmaster (SM) is the adult leader responsible for the image and program of the troop. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The importance of a Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop.

The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is selected and recruited by the troop committee and approved by the chartered organization representative.

### **Assistant Scoutmasters**

Assistant Scoutmasters (ASM) help operate the troop -- teach the skills, provide guidance to the junior leaders, monitor each boy's progress, and ensure a safe and wholesome program. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster.

An Assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so that he or she can serve in the Scoutmaster's absence.

Troop 925's Assistant Scoutmasters oversee: Scout advancement, Troop Leader Training, Quartermaster duties, and Troop activities

## **Troop Committee**

The Troop Committee's primary responsibilities are supporting the Scoutmaster in delivering a quality program and handling troop administration.

The Troop Committee takes care of non-program activities for the Troop including setting goals and standards, annual planning and evaluation, Troop funds, fundraising, membership drives, coordination with local Packs, tour permits, advancement records, procurement and maintenance of Troop equipment, and promoting religious emblems.

## **Merit Badge Counselors**

The merit badge counselor is a key player in the Boy Scout advancement program, which includes more than 120 merit badges covering a wide range of topics. Merit badge counselors offer time, knowledge, and other resources so that Scouts can explore a topic of interest.

## **Other Adult Volunteer Opportunities**

The Troop's success just doesn't happen on its own. Troop 925 is fortunate to have many active adults -- some are very active, some modestly active, some slightly active. Whatever your interests, skill, or time constraints, your help is very important. IT will be put to good use and is truly appreciated.

As noted in this section, volunteers serve on the Troop Committee and as Scoutmaster, Assistant Scoutmasters and Merit Badge Counselors. Other areas of service include transportation, fundraising, serving food, teaching a skill, and encouraging the Scouts. Training is provided, if required.

To learn more about volunteer possibilities, please contact the Troop Committee Chair.

**For each Scout registered through Troop 925, each family is encouraged to have at least one adult registered as an adult volunteer. This individual may be a parent, aunt, uncle, grandparent, friend, etc.**

## ***Chartered Organization***

All units within the BSA are required to have a chartered partner (sponsoring group) which manages the unit and controls the program of activities to support the goals and objectives of the chartered organization. These partners have goals compatible with those of the Boy Scouts of America and include religious, educational, civic, fraternal, business, labor, governmental bodies, and professional organizations.

Troop 925 is "owned" by a chartered organization, the Katy Family YMCA, which receives a national charter that must be renewed annually)to use the Scouting Program as part of its youth work. As our chartered organization, the Katy Family YMCA is responsible for providing a meeting place, selecting and approving adult unit leaders including the Scoutmaster, and appointing a chartered organization representative who works with the troop.

## **YOUTH LEADERSHIP & TRAINING**

Leadership is a part of the advancement program and is required for Star, Life and Eagle ranks. Those familiar with Cub Scouts will quickly notice that there are very distinct differences in the way a Boy Scout Troop functions. Our troop is boy led and run. We strive to develop leadership skills and team work.

### ***The Patrol Leaders' Council***

The Patrol Leaders' Council consists of the Senior Patrol Leader (SPL), the Assistant Senior Patrol Leader (ASPL), the Scribe, the Patrol Leaders, the Instructor and other elected youth leaders within the Troop. Guidance is provided by the Scoutmaster and Assistant Scoutmasters.

The PLC is responsible for planning Troop activities including regular meetings and campouts. They determine what training will be presented and games that the troop will play. Its members also participate in the Troop's annual planning meeting, where the calendar for the upcoming Scouting year is set.

### ***Elections***

Elections for youth leaders within the Troop are conducted every six (6) months. Scouts are encouraged to indicate the position(s) for which they would like to run. The Scoutmaster will approve every position, whether elected or appointed.

All Scouts vote on the Senior Patrol Leader (SPL), who with guidance from the Scoutmaster, is in charge of troop meetings and the patrol leaders' council.

The SPL appoints additional officers after consultation with the adult leaders. These offices include Assistant Senior Patrol Leader (ASPL), Chaplain's Aide, Scribe, Quartermaster, Librarian, Historian, Bugler, and Troop OA Representative. These appointments are based upon interest, ability, participation in Troop activities, and advancement needs.

The Scoutmaster appoints the Instructor, Den Chiefs, Junior Assistant Scoutmaster (JASM), and Troop Guide(s).

In addition to these positions, the members of each patrol elect a patrol leader and assistant patrol leader.

### ***Troop Leader Training & Evaluation***

Training is offered every six (6) months to the newly elected leaders. This training prepares each leader for their position by teaching the EDGE method and reviewing the responsibilities of their position. The training also includes team building activities to promote team spirit and cohesiveness.

In addition, each month of the Scout's leadership term, the Scout, SPL and SM evaluate his performance and, if needed, work together to determine ways that it can be improved. At the end of the term, the SPL and Scoutmaster determine if the Scouts has performed his duties to the best of his ability. Based upon this determination, the Scout may or may not receive credit for his leadership term.

# TROOP ACTIVITIES

## ***Troop Meetings***

Troop 925 meets each Tuesday from 7:30-8:45 PM at the YMCA Day Camp, unless otherwise announced. Weekly meetings often center on the planning and skills required for monthly camp outs and other activities. Each Scout learns how and what to pack, cooking, first aid, hiking, water safety, and especially teamwork. The end result is confidence and self-reliance.

## ***Camping***

Troop 925 offers monthly campouts, summer and winter camps, and high adventure camping opportunities. In order to participate, a Scout must complete a permission slip for each activity and have an up-to-date medical form on file with the Troop. Scouts are expected to follow the Outdoor Code, as well as the Scout Oath and Law, while traveling to/from and attending camping activities.

New patrols will have a designated Assistant Scoutmaster, Troop Guide and Junior Assistant Scoutmaster for the first year. These individuals will do their best to ensure that the scouts have a positive experience. This leader will not be a parent of any Scout in the patrol.

## **Monthly Campouts**

Each month, Troop 925 Scouts have the opportunity to participate in a weekend campout. Past destinations and activities have included: Lake Texana, Lake Sommersville, Stephen F. Austin State Park, Lost Maples, the USS Lexington, the Battleship Texas, Enchanted Rock, Huntsville State Park, and others. Costs for these vary with each Scout having responsibility for food, transportation and admission costs.

Each Patrol sets a menu for the campout and elects a Grub Master, who is responsible for purchasing the ingredients necessary for each meal. The menu will include two hot meals and two cold meals and must be approved by the patrol's ASM. Each Scout will pay an equal portion of the food costs, which typically average from \$10-\$15 depending upon the menu. The exact amount will be determined by dividing the receipt total by the number of boys participating. NOTE: The Grub Master is responsible for bringing his receipt to the campout and for collecting the appropriate amount owed to him by each patrol member.

Estimated transportation and admission costs are provided at the time of sign up. In the event that an activity cost is underestimated, the Troop will collect the appropriate amount from all attendees. If the estimate is higher than the actual cost, no refund will be given for an amount less than \$5. If the amount is greater than \$5, the refund will be credited to each participant's Scout account.

Adult Leader assignments for campouts are made two Tuesdays prior to the event. Once a Scout signs up for a campout, he will be charged for attending the activity and must pay his share of the food expenses unless he removes his name from the sign up list no later than the Tuesday meeting prior to the activity.

## **Summer & Winter Camping**

All Scouts are encouraged to attend summer and winter camp. Extended camping offers an opportunity for the Scout to work on and possibly complete up to four (4) Merit Badges.

The registration fee varies but is usually around \$\_\_\_\_\_, which is payable in installments. Since advance payment for camp is often required, once we have submitted the registration forms and made the initial payment, your Scout will be charged as if he attended unless someone is on the waiting list that can fill your Scout's place.

Deadlines for registering and providing permission slips and, if needed, updated medical forms will follow those established by the district and/or council.

## **High Adventure Camping**

In accordance with BSA regulations, Scouts are eligible to participate in high adventure camping opportunities. There are often age and/or rank requirements that must be met. Past destinations have included: Philmont Scout Ranch, Florida Sea Base, and Buffalo Trails Scout Ranch Mountain Man.

## **Service Projects**

Service projects are performed throughout the year, both as stand alone and Eagle projects. Service hours are required for Scouts to advance through the ranks.

Service hours performed outside of Scouting must have prior approval, as well as documentation of the Scout's participation upon the conclusion of the activity. This may be a note or email from the event coordinator.

Service hours are logged into TroopMaster by the Advancement Chair. In order to receive credit, Scouts should make sure that they sign in at Scout service projects or provide appropriate documentation for external service projects.

## **FINANCIAL RESPONSIBILITIES**

### ***Annual Registration & Troop Fees***

Dues which include BSA fees and insurances, as well as Troop dues, are collected annually in December. The amount is \$80.00 and covers January through December of the coming year. Fees are pro-rated for Scouts joining after January.

NOTE: The council and the troop may be able to assist a Scout whose family has a financial hardship and is unable to cover annual dues. Please contact the Troop Committee Chair or Scoutmaster for additional information.

### ***Fund Raising***

#### **To Cover Troop Expenses**

Troop 925 requires funds to cover the purchase of equipment and for expenses related to troop functions. Each Scout is responsible for a portion of these expenses and has the opportunity to contribute through participating in *Spring Trivia Night*.

Each Scout is responsible for selling one (1) table at *Trivia Night*. If a Scout is unwilling or unable to participate, then the parents will be responsible for paying the cost of the table (typically \$80 – 8 guests at \$10 each).

#### **To Cover Scout Expenses**

Other fund raising events will be held for the Scouts to earn money to pay for expenses not included in the annual dues.

Popcorn sales, Interstate Battery sales and Scout Fair Tickets are the primary opportunities that all scouts will have to earn money. All proceeds from these events will be deposited into the Scout's account. These proceeds can be used for monthly campouts, Camporee, super trips, reimbursement for uniforms and equipment, dues, or any other scouting activity.

During other fundraising projects, the Scouts will earn credit for their participation. The allocation of proceeds will depend on the event less any expenses. Net proceeds will be split among the participants and placed in their Scout account held by the Troop treasurer. It will be the boys' option to use his funds for the activity he chooses. An expense form must be completed and submitted by the Treasurer prior to usage.

**IMPORTANT:** Money earned by a Scout during a fundraising activity is property of the Scout as long as he is a part of the Troop. Funds may be transferred to a new unit, carried over into an adult Scouter account, or, in the event that the Scout is no longer involved in the program, revert to the Troop's general fund. Since funds were obtained with the understanding that they would be used for Boy Scouting, no funds may be returned directly to an individual.

### ***Personal Equipment***

When joining, a Scout will need a sleeping bag, flashlight and comfortable hiking shoes. As the Scout progresses through the program, additional equipment will be needed including a tent and a backpack.

## ***Transportation***

In accordance with Troop policy, it is expected that all Scouts and Leaders will travel to and from an activity as a group. Exceptions may be made on a case by case basis, typically for school functions or religious reasons.

Transportation costs to and from activities is equally shared by all riders, Scouts and leaders, using the following procedure:

1. Each driver who is transporting Scouts and/or pulling the Troop trailer will fill his gas tank just before departure for the activity.
2. As needed during travel, the driver(s) will stop for additional fuel and obtain a receipt.
3. Upon returning from the activity, the driver will top off the fuel tank and obtain a receipt.
4. Within two (2) weeks of the activity, all drivers must submit their fuel receipts to the treasurer for reimbursement.

NOTE: If a driver does not submit his receipts within the two (2) weeks, it will be assumed that the driver has donated that cost to the Scouts and troop

5. The total fuel expense for the trip is tallied, divided by the number of passengers, and charged to each individual's Scout account.

## ***Uniform***

The BSA complete official (field) uniform includes: regulation shirt (long or short-sleeved) with BSA and troop insignia, official BSA pants or shorts, official BSA belt or other Scouting belt and buckle, and official BSA scout socks.

If purchased new, the cost is about \$120. The troop often has used/gently worn uniforms available on a first come, first served basis. Please contact the Troop Committee Chair or Scoutmaster for additional information.

## HEALTH & SAFETY

### ***Permission Slips***

In order to attend any Troop event, a Scout must have a *Permission Slip*, which has been completed and signed by his parent or guardian. This form: gives consent for the Scout to travel with the troop; allows the leaders to seek medical treatment for a Scout, if necessary; and, provides Troop leaders with contact information for parents/guardians. It also lists information regarding any medication(s) that the Scout will be taking while attending the event.

For camp outs, permission slips will be verified the Tuesday prior to departure. For summer or winter camp or for other activities, permission slips will be verified in accordance with deadlines established by the troop, district and/or council.

### ***Medical Forms***

BSA requires all youth and adult members to have a complete and current *Annual Health and Medical Record* on file with the Troop. For camp outs, medical records will be verified the Tuesday prior to departure. For summer or winter camp or for other activities, medical records will be verified in accordance with deadlines established by the troop, district and/or council.

For all events not exceeding 72 hours, parts A and C must be completed by the participant or, if Scout is under 18, by his parent or guardian. For events which exceed 72 hours or when the nature of the activity is strenuous and demanding, Part B is to be completed by a physician.

Some high adventure activities, such as Philmont, may require additional or alternate forms. These must be completed in accordance with the guidelines specific to the event.

### ***Medication Policy***

Any medication, over-the-counter or prescription, to be administered to the Scout must be listed on part A of the Scout's *Annual Health and Medical Record*. Medications may only be dispensed in accordance with the medical record on file. It is the responsibility of the Scout's parent/guardian to inform the Troop of any changes. Scout may not attend the activity if an updated medical form is not completed prior to departure.

For Troop activities, medication(s) should be placed in a Ziploc bag with the Scout's name clearly marked. The bag should include a notecard with detailed instructions regarding each medication's dosage and time(s) to be administered. Additionally, the individual medication(s) must be in the original container and/or packaging with the Scout's name, dosage, doctor's name (if applicable), and time(s) dose is to be given. When a Scout checks in for an activity, he should relinquish all medication(s) to the activity's specified health and safety person. Upon return from the activity, the medication(s) will be returned to the Scout and/or his parent or guardian.

The only exceptions to this are medications that need to be administered quickly in the event of emergency (i.e. epi-pens, inhalers). These may be kept with the Scout at all times, provided the Scout is capable of administering them himself. Written documentation must with on-file with the Troop.

NOTE: If other medical allowances are needed, please contact the Troop Committee Chair and/or the Scoutmaster so that the appropriate measures can be taken.

# MERIT BADGES

## ***Purpose***

The goal of the merit badge program is to expand a Scout's areas of interest and to encourage the Scout to meet and work with adults on a chosen subject. There are 120 different merit badges that a Scout can earn. Merit badges enable a Scout to learn about sports, crafts, science, trades, business and future careers.

A Scout does not need to have had rank advancement to be eligible to work on a merit badge; however, earning merit badges is required for the Star and above ranks.

The Eagle-required merit badges are:

- |                                 |   |
|---------------------------------|---|
| 1. First Aid                    | 7. Emergency Preparedness OR Lifesaving |
| 2. Citizenship in the Community | 8. Environmental Science                |
| 3. Citizenship in the Nation    | 9. Personal Management                  |
| 4. Citizenship in the World     | 10. Swimming OR Hiking OR Cycling       |
| 5. Communications               | 11. Camping                             |
| 6. Personal Fitness             | 12. Family Life                         |

NOTE: Younger scouts are strongly encouraged to focus on rank advancement as their primary objective except during summer/winter camps and merit badge fairs. Additionally, the Troop recommends that consideration be given to the Scout's maturity level prior to attempting certain merit badges such as Personal Management.

## ***When conducted***

A Scout is responsible for working with registered merit badge counselors to earn merit badges. Although Troop activities may provide avenues for completing portions of a merit badge, it is *not* the role of the troop or the parents to get a Scout through a merit badge.

## ***Process***

1. A Scout who is ready to work on Merit Badges must first obtain the approval of the Scoutmaster. This includes completing an Application for Merit Badge (blue card) and getting the Scoutmaster's signature.

NOTE: The blue card does not need to be completed prior to summer or winter camps or for most Merit Badge Fairs.

2. If needed, once approval has been obtained, the Advancement Chairman can assist the Scout in finding a Merit Badge Counselor.
3. It is the responsibility of the Scout to contact the Counselor and make arrangements for meetings. This should be done with the buddy system in mind. In accordance with Youth Protection Training guidelines, no Scout should meet with a Counselor without another person present.
4. All complete Merit Badge cards should be presented to the Scoutmaster for final approval and then returned to the Advancement Chairman to be recorded in TroopMaster.

NOTE: In the event that a Merit Badge is not completed (a partial) at an event, the paperwork from the event is returned to the Advancement Chair. After the information has been recorded in TroopMaster, the partial information is returned to the Scout. It is then his responsibility to complete the badge. Periodically, and if needed, Scouts will receive a report on their incomplete or partial Merit Badges.

## RANK ADVANCEMENT & PRESENTATION

There are many definitions of advancement, but the Scouting definition might well be, simply, "the art of meeting a challenge." For that is exactly what the Boy Scout advancement program asks the boys to do. The Boy Scout advancement program provides a ladder of skills that a Scout climbs at his own pace. As he acquires these skills, he moves up through a series of ranks.

New members first earn their Scout badge by learning simple skills and ideas. As they acquire even more difficult skills and participate in more activities, they move to Tenderfoot, then Second Class, and finally to First Class. From that point, the challenge of leadership is added, as they become Star, Life, and ultimately, Eagle Scouts. The boys are encouraged to participate in Community Service, Leadership and personal Religious activities.

NOTE: Rank requirements are provided in your Scout's Boy Scout Handbook.

### ***Process for Rank Advancement***

#### **I. Rank requirements are met and documented**

**Purpose:** To document that all rank requirements have been completed.

**When Conducted:** As the requirement is completed.

#### **Process**

1. Scouts bring their handbooks to each troop meeting and camp out.
2. When a Scout feels he has met a rank requirement, he approaches a Scoutmaster (SM), Assistant Scoutmaster (ASM) or Junior Assistant Scoutmaster (JASM) to have his book signed.
3. If the SM, ASM or JASM determines that the Scout has earned the requirement, he or she will then initial and date the book.
4. As a Scout meets the requirements for his next rank, he should take his Handbook to the Advancement Chairman so that the information may be entered into TroopMaster.<sup>1</sup>
5. When the Advancement Chairman has verified that the Scout has met all the requirements, s/he gives the Scout a Scoutmaster Conference Form to give to his Scoutmaster or an Assistant Scoutmaster.

#### NOTES:

<sup>1</sup>The exception is the rank of Scout. The Advancement Chair does not need to review the Scout's book. If a Scout feels he has completed the requirements for this rank, he may approach any Scoutmaster or Assistant Scoutmaster and request a Scoutmaster Conference. However, the Scout must still present his book to the Advancement Chair so his progress will be properly logged in TroopMaster.

<sup>2</sup> The rank of Eagle follows a separate process, as outlined on the Eagle Scout application. Only the Scoutmaster may perform an Eagle Scoutmaster Conference.

## II. Scoutmaster Conference

- Purpose:** (1) To ensure that the Scout is ready for his board of review.  
(2) To allow the Scoutmaster to review the Scout's personal growth and help him set goals for further advancement.

**When Conducted:** Typically, Scoutmaster Conferences are conducted at the Troop's weekly meetings. When necessary, other times may be arranged. (i.e. during weekend camp outs) This activity should be coordinated by the Advancement Chairman.

### Process

1. The Scout approaches a SM or ASM and requests a conference. He presents the Scoutmaster with a Scoutmaster Conference Form and his *Handbook*.  
NOTE: It is Scoutmaster's responsibility to see the Advancement Chair before conducting a Scoutmaster Conference.
2. Upon successful conference completion, the Scoutmaster signs off on the Scout's Handbook and the Scoutmaster Conference Form, both of which should be taken to the Advancement Chair.

NOTES: The rank of Scout does not require that the Scout go through a Board of Review. A Scoutmaster Conference may take more than one appointment due to lack of time or unpreparedness of the Scout.

## III. Board of Review

- Purpose:** (1) To make sure that the work has been learned and completed.  
(2) To find out what kind of experience the Scout is having in his patrol and troop.  
(3) To encourage the Scout to progress further..

**When Conducted:** Typically, Boards of Review are conducted at the Troop's weekly meetings. When necessary, other times may be arranged. (i.e. during weekend camp outs) This activity should be coordinated by the Advancement Chairman.

### Process

1. The Scout brings his Handbook and the form to the Advancement Chair and requests a Board of Review.
2. The Advancement Chair will arrange to have three (3) members of the Troop Committee and/or adult volunteers available to conduct the review.
3. Upon successful completion of his Board of Review, the Scout is notified that he has achieved his next rank and Advancement Chair enters the information into TroopMaster.

## **IV. Process for Rank Presentation**

**Purpose:** To acknowledge the advancement of Scouts through the Scouting program.

**When Conducted:** At troop meetings and Courts of Honor

### **Process**

1. After a successful Board of Review, a Scout receives immediate recognition when his accomplishment is announced at the Troop meeting.
2. Formal recognition including rank patch, card and pin takes place at the Troop's next Court of Honor.

# SCOUT BEHAVIOR AND DISCIPLINE

Boy Scouts, worldwide, are thought of as courteous and self-disciplined. When a Scout does not live up to this standard, he discredits the name of all good Scouts, as well as his own. Without courtesy and self discipline, Scouting cannot be a rewarding experience. Therefore, an understanding of what is courteous and selfdisciplined behavior, as well as the consequences for not meeting these expectations, must be understood and acknowledged by the members of this Troop.

## ***Expectations***

A Scout should be true to the traditions of Scouting. The three parts of the Scout Oath and the twelve points of the Scout Law shall guide a Scout's behavior and be the foundation of his self discipline. Below are examples to show how to put these ideals into practice.

- A Scout shows courtesy to others in word and deed.
- A Scout plays games fairly, by the rules.
- A Scout helps others.
- A Scout respects the property of others.
- A Scout follows the instructions of youth and adult leaders.
- A Scout stands tall and proud for the Pledge of Allegiance.
- A Scout wears his uniform correctly with pride.

## ***Consequences***

When a Scout's behavior does not demonstrate appropriate behavior, action will be taken. Actions that can be initiated by Youth Leaders, Scoutmasters, the Troop Committee, and parents to counsel or discipline a Scout include:

- **Instruction** – A Scout may be requested to stop or change his behavior or actions because they are not acceptable or safe for the current activity. He will be instructed as to the appropriate behavior and actions required for the activity. If necessary, the Scout may be asked to cease participating in the current activity and be separated from the Troop until he is able to participate in an appropriate manner.
- **Warning** – The Scout is informed that disregard of instructions or a recurrence of the discourtesy or lack of self discipline may be result in a Scoutmaster Conference or a Behavioral Board of Review.
- **Removal from Troop Function** – In addition to Instruction or Warning, the senior Scoutmaster or trained adult leader present at a troop function has the authority to have the parent remove the Scout from any troop function if, in the Scoutmaster's opinion, the Scout cannot conform to the behavioral requirements of that event. If the parent is not present at the function, the scout will contact his parent(s), explain the situation, and request that they come and remove him from the troop function. The Scoutmaster must notify the Troop Committee in writing, and a Scoutmaster Conference shall be conducted as soon as is reasonably possibly.

- **Scoutmaster Conference** – The Scoutmaster or an Assistant Scoutmaster will counsel a Scout who continues to disregard instructions and warnings or who has been removed from a troop function due to inappropriate behavior that his behavior is unacceptable relative to the principles of Scouting and to the leaders of his troop. The Scoutmaster or Assistant Scoutmaster will try to reach an understanding with the Scout as to why his behavior is unacceptable and what change is required. The Scout should give a verbal commitment that he will change his behavior.

If the Scoutmaster believes further action is necessary, he has two options:

(1) to develop and implement a Behavior Plan for the Scout or (2) to refer the Scout for a Behavior Board of Review.

- **Behavior Plan** – If a Scout is to be given the option for a Behavior Plan, his parent(s) or guardian(s) must be invited to the Scoutmaster Conference. Additionally, another registered leader (Assistant Scoutmaster, Troop Committee Member, Chartered Organization Representative) must be present for the conference.

The plan may include:

1. Removal from a leadership position.
2. Defining a course of action and a time period in which the Scout must demonstrate good behavior.
3. Requiring a parent or guardian to accompany the Scout to all Troop activities.
4. Suspending the Scout from future Troop activities, including meetings and campouts.

If accepted by the Scout, the plan will be documented in writing and signed by all parties. It will be submitted to the Troop Committee. If the Scout chooses not to accept the plan, he will be referred to a Behavior Board of Review.

- **Behavior Board of Review** – Scouts who are continually in need of counseling by Scoutmasters or who exhibit extreme discourtesy or a lack of self discipline will sit before a Behavior Board of Review. The Troop Committee Chair, in consultation with the Chartered Organization Representative, will appoint the Board. Depending upon the behavioral history and attitude of the Scout, the Board will make a decision regarding the Scout's continued participation in Troop activities.

Options available to the Board include, but are not limited to, the following:

1. Removal from a leadership position.
2. Defining a course of action and a time period in which the Scout must demonstrate good behavior.
3. Requiring a parent or guardian to accompany the Scout to all Troop activities.
4. Suspending the Scout from future Troop activities, including meetings and campouts.
5. Dismissal of the Scout from the Troop.

# UNIFORM

The Boy Scouts of America has always been a uniformed body. Its uniforms help to create a sense of belonging. They symbolize character development, citizenship training, and personal fitness. Wearing a uniform gives youth and adult members a sense of identification and commitment.

Troop 925 Scouts and Leaders are expected to be in uniform for all Troop functions. This includes wearing footwear appropriate to the activity. Uniform information, including the appropriate time for wearing each, is listed below.

## ***Official (Field) Uniform***

The BSA complete official (field) uniform includes: regulation shirt (long or short-sleeved) with BSA and troop insignia, official BSA pants or shorts, official BSA belt or other Scouting belt and buckle, and official BSA scout socks. Scouts who have earned merit badges will also have a sash. For placement of insignia, rank, awards and merit badges see the *Boy Scout Handbook* or BSA form 34283.

The field uniform should be worn for:

- Boards of Review
- Courts of Honor (plus sash)
- Meetings
- Traveling to/from Troop events

## ***Outdoor (Activity) Uniform***

As permitted by BSA, Troop 925 has adopted a maroon t-shirt and ball cap, both bearing the troop logo, as part of its outdoor (activity) uniform. Appropriate footwear and pants/shorts should also be worn.

- Camping
- Service Projects
- Trips

## ***Special Uniforms***

Exceptions to the above rules include other approved scout shirts and clothing. For example, a crew going to Philmont may opt to design their own shirt. This would be considered an official uniform for that trek.

**NOTE: All Scouts and Leaders MUST wear the official (field) uniform when traveling to or from any event. This is for insurance purposes and there are NO EXCEPTIONS. Scouts and Leaders may change into activity appropriate attire upon arrival at their destination.**

# Acknowledgment of Troop 925 Statement on Scout Behavior and Self Discipline

We have read and understand Troop 925's Statement of Scout Behavior and Self Discipline.

I, \_\_\_\_\_, agree to live up to the three parts of the Scout Oath and be guided by the twelve points of the Scout Law.

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(Signature of Scout)

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(Date)

We as parent(s) legal guardian(s) agree to: support our Scout in following the Scout Oath and Law; guide our Scout in understanding the rewards and consequences associated with his behavior and self discipline.

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(Signature of Parent / Legal Guardian)

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(Date)