



**BOY SCOUTS
OF AMERICA**

Boy Scouts of America
Keystone Council
Troop 201
Union Deposit, Pennsylvania

Sponsored by **Union Deposit United Methodist Church**, Union Deposit, PA

GUIDELINES, TROOP 201, UNION DEPOSIT, PA

Introduction

Let's begin with a huge understatement: A Boy Scout Troop is a dynamic entity. Typically it is a blur of handbooks and blue cards and popcorn and merit badges and families trying to make all the ends meet up nicely in a perfectly tied square knot. When all is things are perfectly aligned, everyone is guaranteed to have the time of their lives. In the documentation that follows, we will merely attempt to describe and define some things which hopefully will lend to the increase chance that all the ends come together nicely.

In that ideal situation, we have presented our Scouts with the opportunity to learn and experience things that they will not learn or experience anywhere else. A scout is different than other boys. They dress differently as they are easily picked out from a crowd when wearing their uniforms. However, even when not wearing their uniforms, they will still be just as easy to identify for they have agreed to abide by the Scout Oath and Scout Law. Therefore, they can be identified simply by observing their actions.

._GUIDANCE DOCUMENT: It is the responsibility of the Scouts and their families to review the guidance document posted on the home page of the Troop website located at: www.grantvillepa.com/Troop201. Troop adult leaders will be make every effort to relay this information, however there is much to cover and not everyone is in attendance at our meetings at any one time. Please read through this document. If you have any questions or suggestions, please let us know.

The Scout Oath and Law > A Scout is Friendly, Courteous, and Kind...

._CODE OF CONDUCT: From the BSA website: (<http://www.Scouting.org/training/youthprotection.aspx>.) All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, hazing, bullying, theft, verbal insults, drugs, and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership in the unit.

"Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for

assistance in dealing with it. The BSA does not permit the use of corporal punishment by unit leaders when disciplining youth members. The unit Committee should review repetitive or serious incidents of misbehavior in consultation with the parents of the child to determine a course of corrective action including possible revocation of the youth's membership in the unit. If problem behavior persists, units may revoke a Scout's membership in that unit. When a unit revokes a Scout's membership, it should promptly notify the council of the action. The unit should inform the Scout executive about all incidents that result in a physical injury or involve allegations of sexual misconduct by a youth member with another youth member."

Now here is where it gets challenging: The Troop encourages the Scouts to play hard and have a great time. Rough-housing and getting knocked down (literally and figuratively) are all part of the experience of life - and Scouts. However, we all know that there are times when a certain line is crossed. When the line is crossed the fun stops and someone is no longer having fun. This line can only be truly identified by the person that has crossed it. They will know it in their heart when they have crossed the line and are engaging in something mean and malicious. It is at that moment, that the person or persons who has or have crossed the line should remove themselves from the situation. Adult leadership will do their best to monitor all activities, but the Scouts must be able to monitor themselves. To be frank, if a scout exhibits unacceptable conduct, then leadership will take action. This action may include a warning depending on the severity of the situation and, as stated above, may result in a revocation of membership.

In summary, let's be nice to each other. Soon enough our Scouts will be out in the world on their own where the luxury of friendship can sometimes be a challenge.

Membership and Participation

._APPLICATIONS FOR MEMBERSHIP: Completed applications need to be returned to the advancement chair. Email addresses from these applications need to be forwarded to Troop leadership as soon as possible to add to email communication threads.

._DUES: Dues are \$70 per year. These funds usually are drawn from the scout's account with the Troop every six months in \$35 dollar allotments. Parents can add money to their scout's account at any

time of the year. Scouts can also earn money by participating in the various fundraisers offered by the Troop and council.

._ADULT PARTICIPATION - Parent Guidelines:

Troop 201 welcomes the active involvement of all parents and guardians in its activities. The Troop has adult leadership positions available. Parents are expected to be actively involved and monitor the progress of their scout.

Please give your scout this needed encouragement and guidance on what is expected of him. Younger Scouts will need more help. As a scout progresses in rank or gets older, he is expected to develop leadership skills that will require almost no parental help.

We encourage parents to ask questions of the Scoutmasters and Troop leadership. We want you to be comfortable with our Troop and to understand the goals of Scouting. Many times at the meetings, Scoutmasters are busy with the Scouts. So, in some instances you may get better answers if you call at another time with questions.

Parents, guardians or relatives may not meddle with the scout's duties, such as performing the duties for the scout in a leadership position, direct the scout through a meeting, ask questions for the scout in this position or ask the Scoutmasters for signatures relating to rank promotion and merit badges. These actions are counterproductive to the personal development of the scout within the Troop. Any of these actions or appearance of these actions on the part of parents, guardians or relatives may count against the scout's progress toward rank. Troop Scoutmasters and Assistant Scoutmasters acting within their capacity as Troop leaders are exempt.

._SCOUT PARTICIPATION: Advancement requires participation. Active participation will be determined by the Troop Scoutmasters and Assistant Scoutmasters. Let us be reminder that Scouting is to be fun. Scouts should not be forced to attend Troop events. They should be willing participants. Some Scouts will not place as much emphasis on advancement. If you have a concern regarding participation, please see the Scoutmaster or Assistant Scoutmasters.

Schedule, Meetings, and Activities

._SCHEDULE: Our goal is to finish planning and scheduling in May of each year for the coming year. The Scouts must take turns in planning events. If Scouts do not volunteer to plan events, the events may be canceled. When it is a scout's turn to plan for a meeting, they can use the opportunity to complete advancement requirements, share one of their interests, or have the Troop assist them with something about which they want to know more (i.e. pioneering, knots tying, first aid, etc.) Please note that the Troop calendar may be changed as needed. Council and district event opportunities sometimes come available with short notice.

._MEETINGS: We meet at the South Hanover Elementary School each Monday from 7 - 8pm during the school year. There is no meeting if there is no school on Monday. Typically there will not be a Monday meeting if there was a weekend activity unless otherwise noted.

We follow the Lower Dauphin School District closing policy. If school is cancelled due to weather, there will be no Troop meetings or activities.

._MEETING LOCATION: The gym at South Hanover needs to be confirmed each year prior to the start of school with the principal, Mr. Justin Hanula, Phone 717-566-2564, email: jhanula@ldsd.org.

Regular meetings will typically follow this agenda:

(7:00 to 7:15)
._SPL | Call to Order
._Patrols assemble
._Pledge of Allegiance / Scout Oath / Scout Law
._Scoutmaster / ASM / Committee / SPL address Patrols
(7:15 to 7:30)
._Patrol Break-out meetings (if needed)
(7:30 to 7:50)
._Troop Activity or Meeting
(7:50 to 8:00)
._Game if time allows
._Scoutmaster minute (Guidance / Constructive feedback)
._Closing

The Senior Patrol Leader will ensure that a list of attendees is taken at each meeting. The Senior Patrol Leader will maintain a record of meetings and turn them in to the scribe or historian.

._ACTIVITY LOGS: Scouts are to keep a written activity log noting the dates of activities - especially nights camping in a tent (see below) - and services projects.

._CAMPING REQUIREMENT: This is a requirement for Camping merit badge which is required for Eagle Scout. Camp a total of at least 20 days and 20 nights. Sleep each night under the sky or in a tent you have pitched. The 20 days and 20 nights must be at a designated Scouting activity or event. You may use a week of long-term camp toward this requirement. If the camp provides a tent that has already been pitched, you need not pitch your own tent. Evidence of this camping requirement are to maintained in the scout's activity log.

._TROOP TOURS AND TOUR LEADERSHIP: Anytime the Troop engages in an activity that is not at the chartered organization/regular meeting place, the Troop must file a tour permit with the council. The tour leader will handle the processing of the tour permit. A registered leader with the requisite training must be the tour leader. A second adult, either from Troop leadership or a parent, can be the assistant tour leader. There will be times when the Scoutmasters and Assistant Scoutmasters will not be able to be an assistant tour leader. In that case we will need the support of the parents in this role.

._TOUR PERMITS: As stated, tour permits must be completed and approved by council for each activity that does not occur at the chartered organization/regular meeting place. We need to submit the tour permit to the council office at least two weeks in advance of the event. If you are participating as a tour leader you must provide the following information: Address, age, and effective dates of scout training. If you will be driving you will need to supply your vehicle make/model, insurance company, and amount of insurance coverage (Each Person, Each Accident, and Property Damage). This information must be given to the tour leader.

._TENTS: Tents will be assigned to Scouts in advance of each outing. Scouts will take turns doing this. The assigned scout will be responsible for caring for the tent during and after the event. They will ensure that it is swept and clean and dry before returning it to the Troop.

._MEAL PLANNING: When planning, please consider the event that is being planned. For a hike consider light, dehydrated foods. If

vehicle access to the site is possible, then weight is not as important. Additionally, please take precautions against food spoilage by keeping the food items cool if necessary. Do your best to be practical given the type of event. Remember that a Scout is to keep himself physically strong; please do your best to select items that are healthy and nutritious. A Scout is thrifty as well and therefore does his utmost to not waste food. Scouts are reminded that meal planning and preparation are a requirement for some advancement.

._THRIFTINESS: To the extent possible, the Troop will coordinate activities and events that are as affordable as possible for all families. Occasionally, the Troop will offer an excursion that may require lodging or other gear which may increase the price of the activity. This will be the exception, not the rule. For the most part, aside from dues and sharing the cost of purchasing food supplies for trips and summer camp, the burden of cost to our member families will be kept low. If a scout participates in the fundraising activities offered by the Troop and council, there will be minimal out of pocket expenses.

._LEAVE NO TRACE: To the extent possible, the Scouts when conducting their activities should adhere to this principle. Scouts should be prepared to bring their mess kits and eating utensils on activities that require food preparation. Consider the Scout Law when deciding what to bring. Choose items that will reduce litter and waste. Scouts are to use their own mess kits or plates, bowls, and dining utensils, thus reducing or eliminating the need for disposable items. Boys must bring their own water bottles to events. Please no cases of bottled water or containers of disposable plates, cups, and plastic-ware on activities.

._ELECTRONIC DEVICES: Scouting activities, either by Patrol or Troop, are group activities. The presence of a personal electronic device is inconsistent with the goals of the event. There will be times when the group decides to use electronic devices such as watching a movie or for video game night. Therefore personal electronic devices including but not limited to cell phones, music playing devices, video players, etc. are typically not permitted on Scouting events unless otherwise noted.

._PARENTS AND ACTIVITIES: Two-deep leadership is required for all Scouting events. We encourage the presence of adults at our meetings. We value your opinions and welcome your suggestions. Certain Scouting

events will require that leadership has completed certain training requirement. Before any event truly gets underway, the scout planning the event must make sure that sufficient leadership is secured. Parents are always welcome and encouraged to assist in meeting the requirements of two-deep leadership. Furthermore, on many activities especially hiking and biking it is common that two Patrols may go in different directions. Having at least four adults on a trip allows for the Patrols to proceed in their own direction.

Parents are reminded that by only meeting the minimum requirement of two-deep leadership, we are demonstrating to our Scouts that meeting the minimum is sufficient. It would be beneficial to our Scouts for them to see the Troop exceeding these baselines. We can flourish as a Troop with more involvement from parents and members of the community.

Youth Leadership

._BOY LEAD TROOP: The Scouts will hold elections twice a year to elect youth leaders. All boys are expected to perform the functions of their position. If they do not, the Troop will not operate effectively. Some ranks advancements require that Scouts hold and perform the functions of the leadership position in order to advance. As per the Troop guidelines, at the time that a scout is ready for their Scoutmaster review, they will need to provide an activity log demonstrating their leadership activities. A comprehensive listing of youth leadership positions is located on the Troop website.

._Senior Patrol Leader: This position will work directly with adult leadership for directing and planning for the Troop. Typically this position will guide the activities of the boys. During activities such as camping, they typically will not be directly involved in cooking and cleaning chores. The Senior Patrol Leader will be present at Committee meetings and will provide a status report of Troop operations.

The youth leadership positions are listed below:

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Patrol Leaders (2)
- Troop Guides (2)
- Librarian
- Scribe

Historian
Chaplain's Aide
Order of the Arrow Rep

Optional:
Junior Assistant Scoutmaster (16 years or older)*
Den Chief*

Guidelines to determine whether a scout meets the criterion to “serve actively” in a position of responsibility for rank promotion:

Upon acceptance of a position of responsibility, the scout himself is responsible to independently accomplish the responsibilities of his position. This position is an opportunity for the scout to develop leadership skills he will need to progress in rank.

The scout is responsible for keeping a written log (or printable computer file) of his activities in this position which may be used as part of the determination of whether the scout has met the requirement to “serve actively” in this position. The log is to be kept continuously and should not be filled in weeks afterward, based on memory.

It is expected that a scout may need some counsel and guidance to be successful in this position. The scout himself is responsible for initiating a conversation or conference to discuss his questions. The scout should first discuss questions with the scout to whom he reports, the Troop guide and, if necessary, with a Scoutmaster.

It is the responsibility of the scout to make sure the position he holds will qualify him for his next rank advancement. These positions are documented in the Scout Handbook.

These are guidelines. If, in the opinion of the Scoutmaster, the scout does not “serve actively” in this position, the scout will not be credited for the time served in this position toward rank promotion and possibly may be removed from this position.

._ELECTIONS: Elections will be held twice each year during the first meeting in October and April. Adult leaders may make adjustments as needed.

._YOUTH LEADERSHIP BOOKS: The Troop will make available certain youth leadership books through the Troop library. It is the responsibility of the scout to review these documents and become familiar with their contents. For instance the Senior Patrol Leaders guide and Patrol Leaders guides are available from the Troop library for this purpose.

._PATROL METHOD: Depending upon the size of the Troop at any given time, the Troop will be organized into Patrols of six to eight boys. For camping trips, the Patrols made need to be adjusted as needed by adult leadership based on turn out. Patrols may consist of boys of different ages and skill sets. For example, if 12 boys are consistently attending Scouting events, then the Troop will consist of two Patrols. It is important for Patrols to share the work of all tasks and responsibilities. Patrols can meet on their own, providing they have required leadership and a tour permit.

Of the Patrol Method, Baden Powell wrote, "The Patrol is the unit of Scouting always, whether for work or for play, for discipline or for duty. An invaluable step in character training is to put responsibility on to the individual. This is immediately gained in appointing a Patrol Leader to responsible command of his Patrol. It is up to him to take hold of and to develop the qualities of each boy in his Patrol. It sounds a big order, but in practice it works. Then, through emulation and competition between Patrols, you produce a Patrol spirit which is eminently satisfactory, since it raises the tone among the boys and develops a higher standard of efficiency all round. Each boy in the Patrol realizes that he is in himself a responsible unit and that the honor of his group depends in some degree on his own ability in playing the game."

._UNIFORMS: To the extent possible for Scouting all Scouting events boys will be expected to wear their uniforms. For formal events such as Court of Honor, they should wear their Field Uniform (sometimes referred to as Class A). For regular meetings and other outdoor activities, Scouts should wear some shirt that identifies them as a scout, either their field uniform or another Scouting shirt (sometimes referred to as Class B). Uniform pants and shorts are encouraged for all Scouting events. We all know that uniforms can be costly. Scouts that have outgrown a uniform are encouraged to give or loan it to another scout for them to use.

Advancement and Merit Badges

._ADVANCEMENT: Boys are responsible for their advancement. Troop leaders will provide each boy with the opportunity to meet many of the advancement requirements. It is up to the scout to take advantage of those opportunities. Leadership will make themselves available to review and sign books. Adult Leaders are not to sign advancement items for their own sons. They can initiate a blue card for their own sons. Board of Reviews will be scheduled two times during the year for the Scouts. Scouts must contact the advancement chair to be included in these boards of review.

._MERIT BADGES: A scout must first obtain a signed blue card before working on any merit badge. Typically the requirements of the merit badge must be completed after a scout receives their blue card. A scout cannot rely on previous life experience to satisfy a requirement (i.e. going fishing as a cub scout). If a scout needs a merit badge counselor, they need to contact the Scoutmaster. Once the merit badge is complete, the counselor must sign off on the card. The scout must deliver the blue card to the Scoutmaster for approval. Then the scout must deliver it to the Advancement Chair. While we encourage the boys to pursue obtaining merit badges, we caution against too much focus on this. Balance is the key.

._COURT OF HONOR: There will be two courts of honor during the year at the end of October and the end of April at the Union Deposit United Methodist Church. The advancement chair is responsible for reserving the church and working with the Senior Patrol Leader to coordinate the event.

._HANDBOOKS: Boys need to bring their books along on events. A scout needs to read his book. It is his best guide to his requirements and expectations.

Adult Leadership

._SCOUTMASTERS: The Scoutmaster and Assistant Scoutmasters are the trained program leadership which will interact with the boys. They are 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.

._COMMITTEE MEETINGS: The Committee meeting is allowed to overlap with a regularly scheduled scout meeting, however the Scoutmaster and SPL must either be scheduled for a period of time before or after their meeting. It is recommended that these positions meet with the Committee before. Additionally, the Scoutmaster and other program leadership must not be present during the entire Committee meeting. This affords the Committee the freedom to discuss all potential issues regarding the program.

._COMMITTEE POSITIONS: A list of Committee positions is available from the Committee chair. We encourage you to complete an application and join our adult leadership team.

._TROOP OPERATION CALENDAR: The Troop, both Program and Committee, will publish an operational calendar listing what actions typically are taken during the year. This will be a helpful prompt for leadership to complete necessary tasks.

._TRAINING: The Troop encourages its members to take advantage of training opportunities, both web-based and classroom. Some training is required, such as youth protection. Classroom expenses incurred are reimbursable.

._POPCORN SALES: Typically there are two popcorn sales each year, in the Spring and in the Fall.

._FUNDRAISING: Other fundraising opportunities will be offered to the Scouts as a way of bolstering their Troop account.

._BUDGET: The Troop will provide a full written disclosure to all member families of its expenses. Recommendations for expenditures that are not routine need to be submitted to the Committee chair with advance written notice.

._TROOP T-SHIRT ORDERS: Each year the Troop will place an order for t-shirts. These t-shirts are made available to members at a low cost.

._TROOP EQUIPMENT: All Troop equipment items that are used from the storage shed must be noted in the equipment log in the storage shed.

._QUARTERMASTER AND EQUIPMENT MANAGEMENT: Obviously the Troop needs their equipment to be readily accessible and reliable. Program leaders will work with Committee members to obtain equipment as

needed. Broken equipment will be removed or repaired. At the end of each Scouting year, the Quartermaster will inventory and purchase new equipment as need. Gas tanks, both large and small, will be inspected and refilled if needed. Lantern mantles will be inventoried. The Quartermaster will submit a written list to the Committee of current inventory. This inventory will include any missing items and any recommendations for items that need to be discarded or given away.

._TRAILER AND CANOE TOWING: The Troop will require assistance from the Committee in managing equipment items that must be towed. Picking up and delivering the canoes and equipment trailer is a valuable part of operations for any activity. A team of adults willing to coordinate this is essential.

._ROUND TABLE: The Troop needs to have a representative present at the district round tables. Furthermore, when possible the Senior Patrol Leader for the Troop, along with their parent, should attend this event. Information received at round table needs to be disseminated to the Troop.

._SUMMER CAMP: A trip to summer camp should be the highlight of the year for a scout. Some boys will want to return year after year. Some may even gain enough experience to one day work as a staff member at summer camp. However some boys will want to move on to other things.

The Troop must decide no later than January where it will be attending summer camp. Summer camps can be booked earlier and reservations can typically be made during summer camp for the next year if the Troop decides to attend the same summer camp.

The Troop should first make sure it is poised and ready to take the Troop to scout camp. Leader sign-up should start as early as Jan - Feb. If two leaders can attend all week, then the Troop could attend an out-of-state camp. However we may end up with leadership which will only accommodate a trip to a local camp. If we cover the leadership first, then we can let it up to the boys to decide where they want to go within those parameters. Once we have leadership covered for summer camp, then we can try to get leadership signed up for a high adventure trip.

Expenses for summer camp from the previous year must be paid by each scout before being permitted to sign up for another year of summer camp.

ADDENDUM:

For all these guidelines, let us simply agree to do our best. We may fail and sometimes we may get frustrated. We will get confused. Often we will feel embarrassed. We will test our comfort zones. We will do things we never have done before. Our children will see us leading. For that, one day, they too will be greater inclined to lead. Let us not lose patience with each other. Let us be tolerant and understanding. If you think something is broken, speak up and we will all work together to make it right. We believe that your scout will be learning and experiencing things that they never have before. Much will be expected of them. They will receive much in return. If they invest themselves properly, this knowledge will serve them for the remainder of their lives.

Compiled by:

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