

BOY SCOUTS OF AMERICA



TROOP 145 OPERATING MANUAL

Version 5.1 November 19, 2007

SAFE HAVEN

One purpose of Scouting is to provide a “**safe haven**” for boys. Each day, boys are exposed to challenges of a fairly rough world, while kids their age dish out ridicule, psychological and physical abuse, and strong language. While Scouts are at Scout functions, they **do not have to worry about these things**. No one will berate them or bully them, it is absolutely not allowed. While at Scout functions, boys can also feel comfortable knowing that strong language is not used. It is not needed and not allowed. Isn't this a little “negative” as an introductory statement? Would be better later on?

Borrowed with permission from Troop 101.

REVISION HISTORY

This manual will be reviewed each September, to determine any necessary revisions, including national policy changes. The document should be considered by the Troop Committee in November, the changes noted on this page, and distributed in an appropriate manner at the time of re-charter.

Version 5.1 November 19, 2007 – Andy Hochhalter

Consolidate attendance requirements to general description. Add position hand-off requirements to general description. Add OA representative to adult leader positions. Add leadership questions to Scout Spirit work sheet. Add financial assistance policy. Add leadership section to Scout spirit worksheet.

Version 4.1 January 11, 2006 - Carol Hearn

Add position descriptions and attendance requirements for troop positions, formatting changes, Scout Spirit Work Sheet and it's application, etc.

Version 3.1 February 19, 2003 – Scott Campbell

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APPENDIX 1 - FORMS

Scout (youth) Information Form (for Troop records)

Scouter (adult) Information Form (for Troop records)

Youth Consent Authorization

Authorization to Consent to Treatment of Minor

Scout Spirit Worksheet

I. INTRODUCTION

Boy Scout Troop #145 is sponsored by Palm Valley Lutheran Church of Round Rock and provides a program for young men ages 10 to 18. The troop has been providing this program for over twenty (20) years in the Round Rock area.

Our aims in Scouting are to foster **citizenship**, to build **character**, and to help Scouts to develop **physically, mentally, and morally**. We strive to accomplish these goals through the **outdoor program** that operates according to the **patrol method**. The patrol is a fundamental unit in which each Scout's vote counts in making decisions necessary to function in a living and working environment. The troop and each patrol are led by senior Scouts who are elected by their peers and are responsible for leading and training the troop and their patrol members.

There are over 40 registered Scouts in Troop #145 and over 30 adult leaders support them. We are a family oriented troop and need the help of one or more adult members of each family to provide this program.

If you have any questions about the Boy Scout program, Troop #145 or any of these forms, please feel free to contact any of the following:

Committee Chair
Scoutmaster
Treasurer

Names and telephone numbers are located in an Organization Chart maintained on the Troop's secure website, which can be found at http://groups.yahoo.com/group/Round_Rock_Troop_145.

II. JOINING

To become a registered Boy Scout or Adult Leader with Troop #145, please complete and return the following items:

1. Completed "BSA Application" form, which is transmitted to the Capital Area Council BSA office.
2. Completed "Troop #145 Scout Information" form, which is used for our Troopmaster computer program.
3. Completed "Youth Consent Authorization" and "Authorization to Consent to Treatment of Minor" form.
4. Payment of the appropriate fees as listed below:
 - BSA Registration fee (includes BSA Accident Insurance) -- \$11.00/yr*
 - Troop #145 dues -- \$60.00/yr (may be paid in two installments each April and October*)
 - Optional Boys Life magazine subscription -- \$12.00/yr
 - Order of the Arrow dues (if a member) -- \$10.00/yr

* Will be prorated for the remainder of the re-charter period (calendar year) as needed when new members join

Please make checks payable to "Boy Scout Troop #145."

We also request that at least one parent/guardian of each Scout consider participating as an Assistant Scoutmaster or Troop Committee member. The Assistant Scoutmasters help the Scouts as patrol advisors, teaching skills, attending campouts, etc. The Troop Committee handles the business of the troop through fund raising efforts, maintaining advancement and financial records, managing troop camping equipment, acting as secretary or treasurer, etc.

III. MEETINGS

Boy Scout Troop #145 meets at the Palm Valley Lutheran Church on Monday evenings from 7:00 PM to 8:00 PM. We meet in the church fellowship hall. On occasion that the church needs the fellowship hall, the meeting is held in the youth hut behind the church. Scouts should bring their Scout Handbooks, a spiral notebook and pencil or pen to all meetings and outings.

Merit badge classes or other scheduled classes may be held from 6:15 until 6:50, as announced.

The Class A uniform (see Section V, Uniforms) is required at all Troop meetings unless prior notice has been provided that a Class B uniform is appropriate. Typically, Class B uniforms are allowed from Memorial Day to Labor Day. Any Scout showing up without his Class A uniform (or appropriate Class B uniform during designated months) may be sent home to put it on in order to return to the meeting.

Patrol Leader Council (PLC) meetings are usually held twice a month after the regularly scheduled meeting, as announced. The PLC's should be attended by those Scouts holding positions of responsibility in the troop (i.e. Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, Assistant Patrol Leader, Troop Quartermaster, Scribe, Historian, Librarian, Chaplain Aide, Bugler, & Instructors), etc.

Troop Committee meetings are usually held the third Tuesday of each month at Palm Valley Lutheran Church, from 7:30 p.m. to 9:00 p.m. At this time the parents of the Scouts and any interested adults discuss any planning and/or business details which may be required.

IV. UNIFORM

Troop 145 always travels in Class A uniforms to and from campouts, hikes, and other activities. Scouts will be notified if apparel other than Class A is appropriate. Class A uniforms consist of the following:

- Scout shirt (long or short sleeve)
- Appropriate Insignia

- Capital Area Council shoulder insignia
- American Flag (generally on shirts)
- Troop Numerals (i.e.: 145)
- Patrol Emblem (after being assigned)
- Red Shoulder Loops
- A Troop Scout neckerchief and Scout slide (for formal events such as Court of Honor)
- Scout long slacks or Scout shorts with Scout socks are optional uniform items, along with the Scout belt, Scout visor cap, and Scout merit badge sash for Scouts who have earned merit badges. It is suggested that each Scout wear Scout pants, but solid colored pants are also considered appropriate attire at Scout functions. Jams and other colorful shorts, or other multi-color attire are NOT appropriate for Troop functions. Camouflage is NEVER combined with the Scout uniform. ← OK as is, but should we consider enforcing this one?

Although the initial investment in a Scout uniform can seem expensive, the uniform is very rugged and will usually last until the Scout outgrows it. Please keep growth in mind when buying shirts and pants.

All Scout uniform parts should be Official Boy Scouts of America equipment, which may be purchased from an authorized distributor (The Boy Scout Office is located at 7540 Ed Bluestein Blvd. in Austin).

Class B uniforms consists of a Scout-related tee shirt and either Scout slacks or shorts, or any solid color shorts or long pants. Class B uniforms are appropriate for Scout meetings during the months of June through August, on camp outs, and for most fund raising activities.

Scout-related tee shirts consist of either our troop tee shirt or other Scout tee shirts available at the Boy Scout office or various Scout activities/outings.

Non Scout-related tee shirts, especially those with offensive logos or language are not appropriate during any Scouting activity. For long term activities such as winter camp or summer camp, solid shirts or shirts with small logos could be appropriate.

V. EQUIPMENT NEEDED / NOT NEEDED

Consult the Boy Scout Handbook for complete information on appropriate equipment for most types of hiking and camping. Here are some guidelines based on experience:

1. Always bring a complete change of clothes (two in wet weather)
2. Always bring several pairs of dry socks
3. Hiking boots are preferred footwear
4. Always bring an extra pair of shoes
5. Cameras are allowed, but at the Scout's own risk
6. Always bring a poncho or raincoat and work gloves
7. Always bring your Scout Handbook, spiral notebook and pencil
8. Be prepared for weather changes

Suggested Camping Gear:

- Backpack
 - for back packing activities, frame-type pack with hip belt and shoulder pads is recommended
- Sleeping
 - sleeping bag or blankets
 - foam pad, air mattress or self-inflating pad
 - ground cloth or sheet of plastic
 - sheet for summer (optional)
- Eating
 - knife, fork, spoon, plate, cup and bowl
- Toilet Kit
 - soap in box or zip-lock bag, toothbrush & toothpaste, comb/brush, towel and washcloth
- Clothing
 - one change of outer clothing per day
 - one change of underwear per day
 - sleeping clothes (including a stocking cap during cold weather)
 - hat, belt and work gloves
 - extra socks and shoes
 - jacket or sweatshirt
 - poncho or raincoat
- Other
 - Scout Handbook
 - notebook and pencil or pen
 - flashlight and spare batteries
 - personal first aid kit
 - compass
- Optional
 - Scout pocketknife
 - Sunglasses
 - 50-foot length of cord
 - mosquito repellent
 - sunscreen
 - canteen
 - survival kit
 - Bible or other reading materials

PROHIBITED: Scouts may never bring these items:

- Radios
- TV's
- electronic games (personal electronic devices can be brought for use in the car only on longer out of town car trips)
- aerosol products
- lighters or tobacco products
- alcohol or illegal substances
- firearms or bows and arrows
- sling shots
- fixed blade knives

VI. TRAVEL

Medical release (see form Authorization to Consent to Treatment of Minor) and BSA

Medical Form (either Class 3 medical form #34412 or Class 1 & 2 medical form #34414) must be completed and on file before any Scout or adult leader can attend any event away from the church. A Class 1 medical form is sufficient for weekend trips, unless you are over 40 years of age. Scouts and Scouters are required to have a Class 2 medical form for events that exceed 72 hours. Adults over 40 years of age are required to have a Class 3 medical form on file for any activities. Both Class 2 and Class 3 medical forms require the signature of a doctor. The Authorization allows us to authorize emergency medical treatment for your family member in the event that you are not present and cannot be reached by phone.

It is imperative that the adult trip leaders be aware of ALL prescription medication anyone on the outing is currently taking. The dosage, doctor=s name and phone number are also required. This information will be kept confidential and used only in the event that medical attention is needed.

All Scouts traveling with the troop to an activity away from the church are required to wear seat belts and ride in a car driven by an adult at least 21 years of age. Any Scout who has a valid driver's license but is not yet age 21 cannot transport other Scouts.

During travel, Scouts will need to be in Class A uniforms. Any Scout showing up without his Class A uniform will be sent home to get it and return before the scheduled departure time.

VII. CAMPING

Most months the troop plans a weekend camp out. Everyone, including the adult patrol, camps by the patrol method. There is to be a duty roster and a menu posted at all times. The menu and roster will follow troop requirements. The menu is to be followed without exception. As a general rule you can count on your Scout spending \$10 for the weekend on food for the average camp out. On special outings additional nominal fees may come up.

Fires will be allowed in designated areas only. They will be attended until they are completely out. Cutting of live trees is not allowed at any time. A food and grease pit and latrine will be dug only when public facilities are not available. All latrines and pits are to be dug outside the camping triangle.

No liquid gas, propane, or flammable materials of any kind are allowed in the tents. This means no lanterns or candle lights are allowed in the tents. We recommend battery powered lights for use in tents.

The troop provides chuck boxes, cook kits, stoves, lanterns, and dining flies. The troop has several tents available for use by Scouts that don't have their own. All equipment in need of repair will be reported to the Troop Quartermaster prior to storage of the equipment at the conclusion of the camp out.

It is recommended that soda pops, sugared drinks, candy, and other sweets be left at home as this draws insects and wild animals into the campsite.

VIII. CLIMBING

The Troop has acquired climbing gear, and is developing a climbing program. This

section will be updated as the program progresses. ← Do we have more to add here yet?

IX. OTHER ACTIVITIES

Each month the troop plans a weekend camp out to achieve those goals which can best be accomplished in an outdoor environment. In addition, our Scouts plan other activities that include service to Scouting, the community and others. Our long-term outdoor opportunity is a week long summer camp at Lost Pines (Bastrop) or other BSA summer camps in the U.S.A.

Once a year, typically in June, the troop holds their annual planning meeting to determine where the upcoming year's camp outs will be held and to plan other activities for the year.

Other activities sometimes include a weekend at Lost Pines or Tahuaya for Soil and Water Conservation & Environmental Science workshops, district Spring Camporee, Report to State Parade, Scout Expo, and Junior Leader Training workshops.

X. FUND RAISING / FINANCIAL ASSISTANCE

Troop #145 is self-funded through the annual dues required of each participating Scout. The annual dues are \$60.00, which can be paid in two \$30.00 installments due April and October of each calendar year.

The dues are waived for Eagle Scouts in consideration for the leadership they are expected to provide younger Scouts in achieving rank requirements.

Additionally, the Scouts may choose to participate in a service project for which the troop is compensated. The participating Scouts can elect to receive service hours toward their rank requirements or a project-designated amount per hour in their Troop Scout account. A Troop Scout account can be used to assist the Scout in paying for activities such as camps, high adventure activities, etc.

The Troop has also participated in popcorn sales and coupon book sales. Participation is optional; profits earned by the participating Scouts are deposited into their Troop Scout account.

The troop can offer assistance to Scouts who might not be able to participate in the Troop 145 program due to financial constraints. Any Troop 145 member Scout may approach either the Committee chair, Scoutmaster, or Treasurer and request assistance. All discussions and decisions concerning a request for assistance will be limited to this 3-person committee. All troop financial reports will exclude references to individuals receiving assistance.

XI. ADVANCEMENT

Each quarter, the Troop holds a Court of Honor to recognize Scouts for their advancements in rank, for merit badges earned and for any other special recognition. These are generally family events with all members of the family invited to attend.

The Courts of Honor are held inside Palm Valley Lutheran Church, or outside near the youth hut at 7:00 p.m. Members typically bring desserts that are served after the

ceremonies. The Court of Honor held in August of each year is usually preceded by a dinner beginning at 6:30 p.m., with the award ceremony to follow.

Troop 145 believes in recognizing the Scouts for their accomplishments as they are earned rather than making them wait until a Court of Honor. Therefore, the Scouts will receive their rank advancements and merit badges as they are earned. However, the Scouts are again recognized at the Court of Honor.

With encouragement and participation, all Scouts can attain the rank of First Class within a year of joining the Troop. Although not required to get the benefits of the Scouting program, all Scouts are encouraged to attain the rank of Eagle Scout before they turn 18 years old.

The Troop has made available the "Scout Spirit Work Sheet", found in the Appendix, for use by the Scout to refresh their memory and document how they have lived the Scout Spirit during their advancement period. In lieu of using this type-written form, a Scout may use a blank piece of paper to address how they have lived each point of the Scout Law during their rank advancement.

XII. DISCIPLINE

Scouts should strive to live by the Scout Oath and to obey the Scout Law. However our Scouts are not perfect, nor are they expected to be.

In the event that the Scoutmaster, Assistant Scoutmaster or other registered adult finds the actions of a Scout to endanger anyone, including himself, or to be disrespectful, or disobedient; or to be so disruptive of others that an objective cannot be achieved, then disciplinary actions will be necessary.

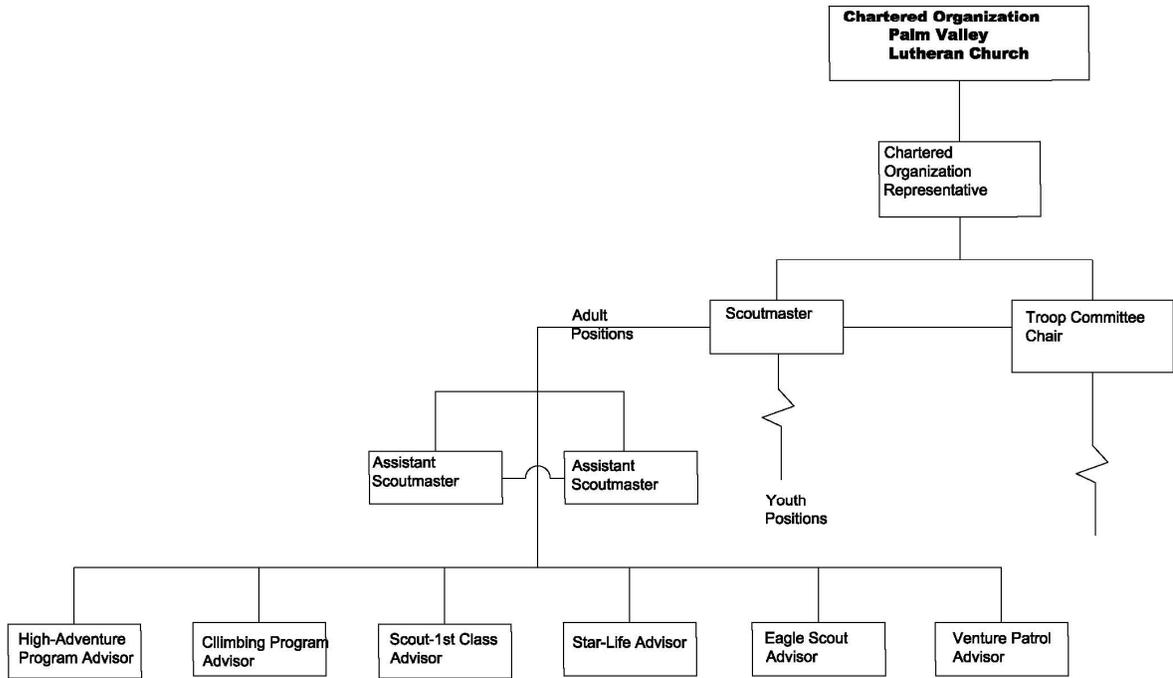
Normally the first step of a disciplinary action is a verbal warning. If the situation continues or is of a more serious nature there will be a Scoutmaster conference with the Scout.

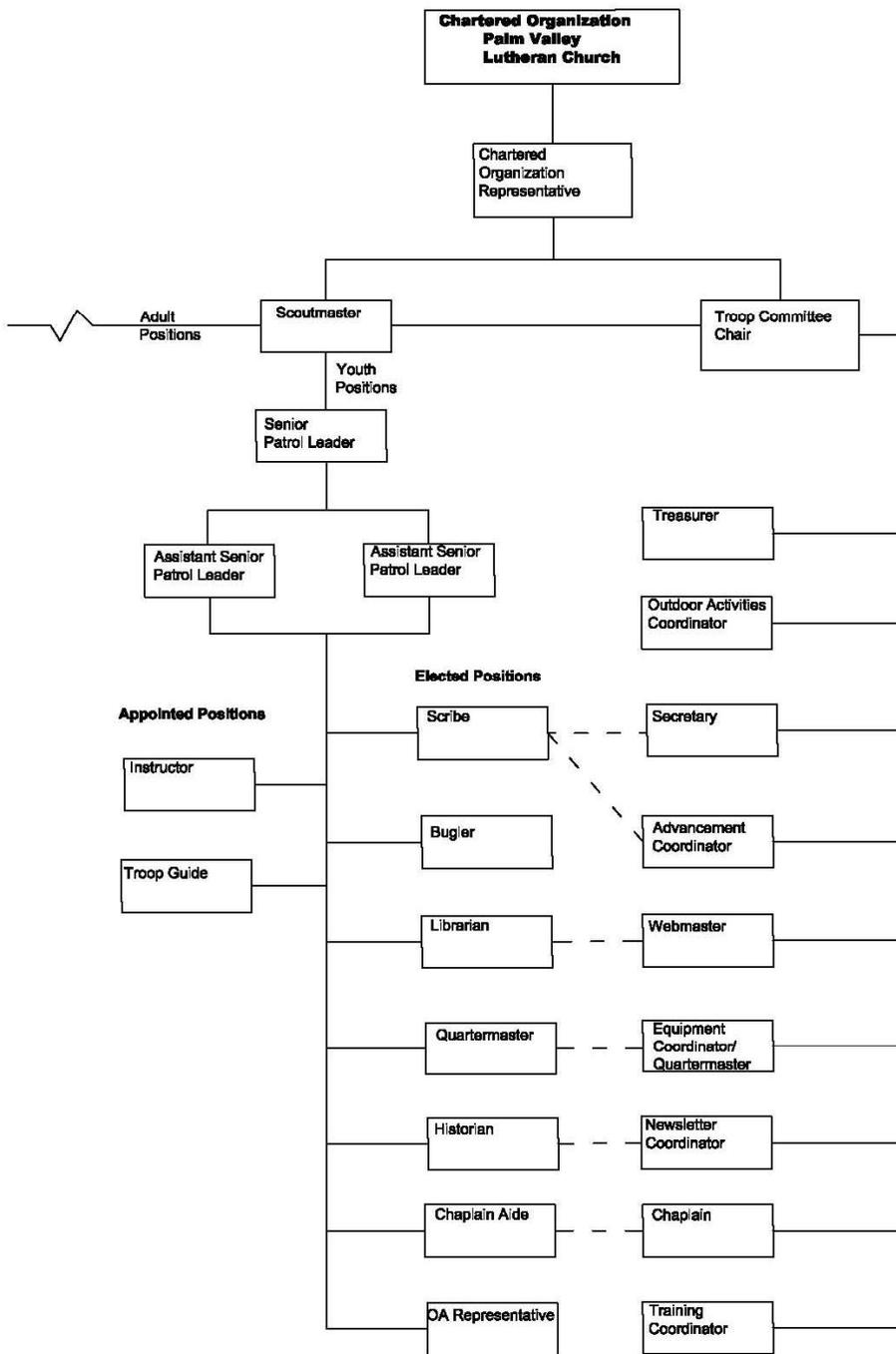
If the situation still continues or is of a serious nature, the parents will be called and asked to come pick up their son and take him home from the meeting, camp out, or summer camp. If this action becomes necessary, the Scout may be asked to stay home from one or more Troop meetings or camp outs if the Scoutmaster deems it necessary.

XIII. TROOP ORGANIZATION

1. **General:** Troop 145 is organized in accordance with BSA guidelines. The following descriptions highlight areas within the troop's organization.

Troop 145 Organization





We don't people in all the positions listed in the charts. Also need to add the Junior Assistant Scoutmaster position. These charts also conflict with the later charts, or are maybe just redundant?

2. Organization:

a. Chartering organization: Palm Valley Lutheran Church, Round Rock, TX is the chartered organization (CO) for BSA Troop 145. The charter allows the Church to host a BSA troop for its community and youth objectives. In turn the Church agrees to support the troop by providing a safe meeting place with adequate facilities.

b. Chartered organization representative: A member of the church who serves on the Troop Committee and acts as a liaison between the troop and the chartering organization. The Chartered Organization Representative will also represent Palm Valley Lutheran Church on the other units (i.e. pack or crew) that it supports.

c. Troop Committee: The Troop Committee is a group of adults, generally parents of the Scouts, who support the troop by ensuring that the troop's adult leadership is adequate, by providing various support functions, delivering quality troop program and handling troop administration and by ensuring that the troop is functioning according to official policy. Committee meetings are held monthly. The Troop Committee consists of a chairman, a secretary, a treasurer, an outdoor activities coordinator, an advancement coordinator, a fund-raising coordinator, a court of honor coordinator, a transportation coordinator, equipment coordinator, and a training coordinator.

d. Troop Committee chairman: The committee chairman serves as the "chairman of the board," the board being the Troop Committee, and is elected by the board.

e. Scoutmaster: The Scoutmaster is responsible for overseeing the operations of the troop. The Scoutmaster serves as the "chief executive officer." Their main responsibility is to the Scouts of the troop and all Assistant Scoutmasters. The Scoutmaster attends Troop Committee meetings and reports the status of the troop and the annual program of events.

f. Assistant Scoutmaster: Assistant Scoutmasters work with the boys to achieve specific rank advancement requirements.

(1) **1st Class Scout Advisor:** Ensures that all new Scouts are properly oriented to the troop by providing the boys with necessary information, forms and counseling. Advises boys in planning for and achievement of advancement requirements through the Troop Guide, or in the absence of a Troop Guide, through the Patrol Leader. A mentor to the Patrol Advisors of these Scouts.

(2) **Star-Life Scout Advisor:** A mentor for Scouts in planning for and achievement of advancement requirements for Star and Life. Works with Patrol Leaders of these ranks.

(3) **Eagle Scout Advisor:** A mentor for Scouts in planning for and achievement of advancement requirements for Eagle, specifically

- the Eagle Service Project.
- (4) **Venture Scout Advisor:** Provides guidance to the troop's Venture patrol by ensuring all their intended functions are being carried out in accordance with BSA policy.
 - (5) **Patrol Advisor:** An adult leader that advises the Troop Guide, or in the absence of a Troop Guide, advises the Patrol Leader within a specific patrol. Typically is a parent or guardian of one of the Scouts in the patrol. Assists in tracking advancement within the patrol and coordinating with Instructors for patrol training needed.
 - (6) **Order of the Arrow Advisor:** **An adult leader who is also an OA member. Helps promote OA participation in the troop.**
 - (7) **Junior Assistant Scoutmaster:** A Scout 16 or older who supervises and supports other boy leaders as assigned.

Jeff K says: Rather than list the definitions here, why not reference the other document that has more details? Or, insert the other document here? The idea behind my suggestion is ensure consistency...I see that later we go into more details in this document. Maybe this part is redundant or should refer to the later section?

- g. Senior Patrol Leader:** The Senior Patrol Leader is the boy leader of the troop elected by his fellow Scouts. He sets the agenda and presides at all Patrol Leaders' Council meetings, runs the weekly troop meetings and appoints other boy leaders assigning specific responsibilities as needed.
- h. Assistant Senior Patrol Leader:** The Assistant Senior Patrol Leader (typically we have two) who is appointed by the Senior Patrol Leader, assists the Senior Patrol Leader in conducting meetings and acts as the Senior Patrol Leader in the Senior Patrol Leader's absence. He is responsible for training and giving direction to the quartermaster, scribe, troop historian, librarian, chaplain aid and instructors.
- i. Patrol Leaders:** Patrol Leaders are responsible for their individual patrols at all times. They preside at patrol meetings, as well as control their patrol during troop functions. They represent their patrol at Patrol Leaders Council meetings and report to the Senior Patrol Leader for all matters concerning their patrol.
- j. Instructors:** Older Scouts who have advanced in rank and training provide a corps of skills and knowledge on which the Senior Patrol Leader can develop training programs in support of the troop's annual training objective.
- k. Venturing Scouts:** To ensure the continued interest and participation of our senior Scouts, Troop 145 will participate in BSA's Venture program organizing a troop affiliated Venture patrol to pursue activities of interest to older or more senior Scouts. Older and more experienced Scouts may form a Venture patrol that operates much the same as a Patrol. Scouts shall be at least 13 years of age and must have attained the rank of Eagle Scout. Venturing allows concentration on high adventure activities. Members may continue with regular Scouting advancement programs, troop activities and troop leadership responsibilities. Venture patrol activities should be planned and performed in addition to the regular troop requirements. An Assistant Scoutmaster will be appointed to

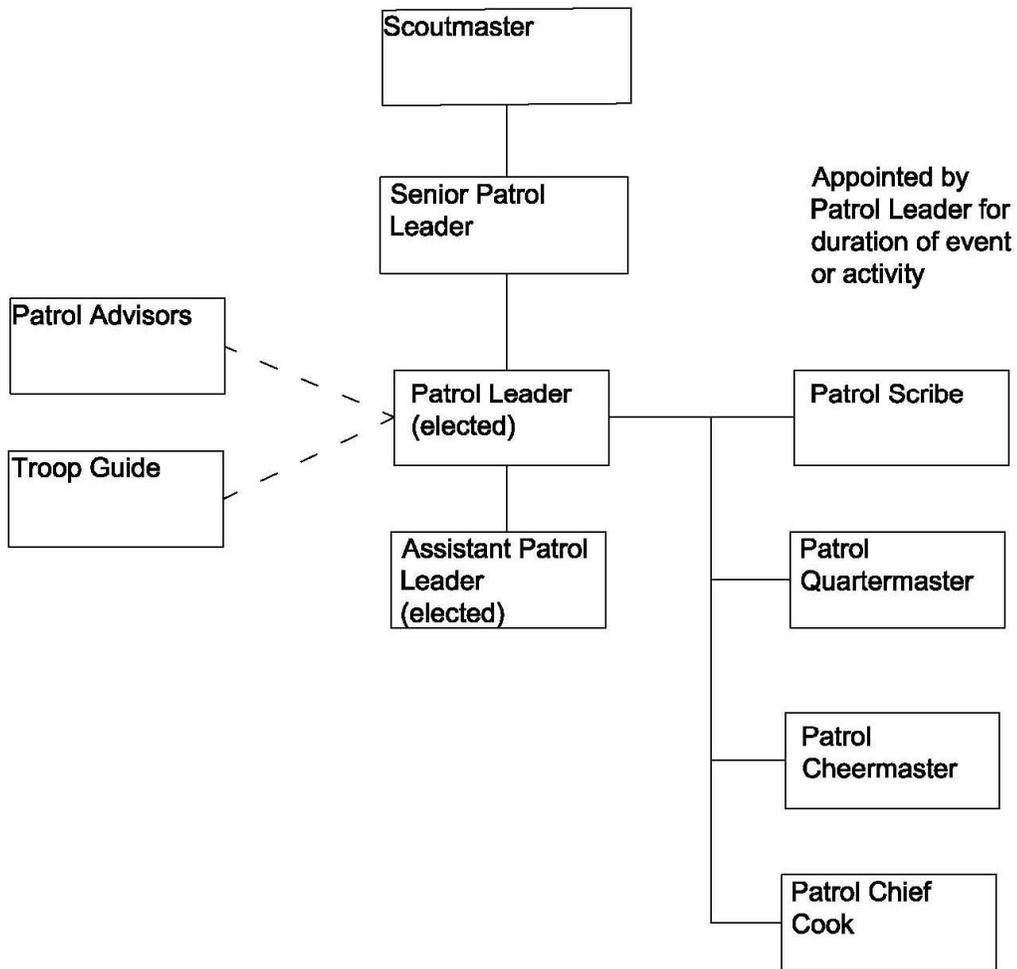
oversee activities. Additionally, Venture Scouts will be asked to serve in advisory roles to younger Scouts to assist in completing requirements toward rank advancement.

I. Troop guide: An older, experienced Scout appointed by the Scoutmaster and the Assistant Scoutmaster. He will help younger Scouts progress through the ranks of Scouting as assigned by Assistant Scoutmaster (New Scouts). Usually two are assigned to each patrol to help the patrol function.

m. Senior Instructor: Pending. ← what does this mean?

n. Other appointed jobs: For additional job description see the Junior Leader Handbook.

Patrol Organization



- seven.
- Patrol elections in the new patrol will be held at the next scheduled Patrol

4. **Intratroop transfers:** After troop elections a Scout may request to change patrols. The decision will be made by the Senior Patrol Leader and the Scoutmaster.

XIV ADULT LEADER POLICY

1. **General:** The adult leadership of Troop 145 has two major goals:
- Provide an environment for the boys to live the ideals of Scouting, including a chance to develop and demonstrate leadership abilities.
 - Provide an adult organization structure that can adapt to changes in its staffing requirements.

In keeping with these goals the adult leaders will act primarily as advisors giving maximum opportunity for the Scouts to show responsibility.

2. **Adult leader positions:**

a. The following positions reside at the committee level:

- **Committee Chairman** – See Section VIII.2 for description.
- **Secretary** -- Attends all committee meeting, takes minutes and types and distributes minutes for approval.
- **Chartering Organization Representative** – See Section VIII.2 for description.
- **Treasurer** -- Responsible for the entire troop's financial records (this includes the recording of all incoming and outgoing moneys) and provides a monthly written report on troop finances to the Troop Committee. The yearly projected troop budget is to be compiled and submitted to the committee for review at the January committee meeting.
- **Advancement Coordinator** -- Responsible for the administration of the troop advancement program, keeps records and prepares reports for submission to the Council. Arranges quarterly Court of Honor ceremony, or may recruit a person to perform this duty.
- **Equipment Coordinator/Quartermaster** -- Responsible for working with the troop Quartermaster in the acquisition, organization, control and maintenance of troop equipment.
- **Outdoor Activities Coordinator** -- Works with the Scoutmaster to determine transportation requirements for camping trips/special events and organizes drivers and vehicles for events. Prepares tour requests and submits to council. Secures facilities for scheduled camp outs.
- **Chaplain** -- Provide spiritual tone for troop meetings and activities. Encourages Scouts to earn their appropriate religious emblems.
- **Training Coordinator** – Responsible for keeping a calendar of upcoming training events, for both youth and adult leaders, and making members aware of training opportunities. May also conduct Troop training activities, including the Troop Committee

Challenge, Youth Protection, and others.

b. The following positions reside at the troop level (See Section XIII.2 for descriptions):

- **Scoutmaster**
- **Assistant Scoutmaster(s)**
- **1st Class Scout Advisor**
- **Star-Life Scout Advisor**
- **Eagle Scout Advisor**
- **Venture Scout Advisor**
- **Patrol Advisor**
- **Order of the Arrow Advisor**

Positions will be filled as supported by the number of adult volunteers. If the number of adult volunteers isn't sufficient to fill all requirements the committee chairman and/or the Scoutmaster may combine committee or troop positions after gaining approval of the committee.

3. **Adult leader training:** Any adult who becomes involved with the troop is strongly encouraged to take advantage of Leadership Training courses offered by the local Council, BSA. This training ensures the troop's adult leaders remain on target with the aims of Scouting.

Training available to Troop Committee Members includes the following:

- New Leader Essentials
- Youth Protection – REQUIRED FOR ALL REGISTERED ADULT LEADERS!
- Troop Committee Challenge

Additional required training for Scoutmaster/Assistant Scoutmasters is listed below. All Patrol Advisors are encouraged to take this list of courses.

- Scoutmaster/Assistant Scoutmaster Fundamentals
- Introduction to Outdoor Leadership Skills

4. **Adult leaders' meetings:** Adult leaders are encouraged to become involved with all aspects of the Scouting program. The following is a list of some of the suggested meetings that adult leaders may attend:

- Troop Committee meetings
- District roundtables
- Special "called" Troop Committee meetings
- Weekly troop meetings
- Training sessions

5. **Adult leader conduct:** Adult leaders shall exhibit the ideals of Scouting when working with boys. They will strive to set the example in their handling of the boys. Standards of conduct in personal habits, language, hygiene and interaction with Scouts will be in accordance with the Scout Oath and Law. The Scoutmaster is responsible for the conduct of adult leaders.

XV. BOY LEADER POLICY

1. **General:** Like any other activity, a leadership role within Scouting requires an extraordinary commitment. A leadership role with Troop 145 demands time and sacrifice of the Scout. Although Scouting is open to any boy at least 10 years and six months of age, Troop 145 leadership positions should only be considered by those boys who:

- Demonstrate the proper example
- Are willing to give to the troop more than they receive
- Are willing to put troop activities on a higher priority than other comparable activities.
- Will maintain 70% attendance rate at all troop meetings and 66% attendance at monthly campouts. When unable to attend, will ensure his position is covered by a trained alternate.
- All boy leaders will close out their term by meeting with their replacement and adult mentor to review the duties of the position and transfer all documentation and troop materials associated with the role.
- Will participate in the joint leadership training session for their term of office.

This section is somewhat redundant to section XIII, 2. Should delete one or the other? I also recommend reformatting this section if not the whole document....

2. Available boy leader positions:

a. Elected positions - Troop:

- **Senior Patrol Leader:** is elected by the Scouts to represent them as the top junior leader in the troop. He must be a First Class Scout.

Reports to: the Scoutmaster

Duties:

- Runs all troop meetings, events, activities, and annual program planning conference.
- Runs the Patrol Leaders' Council Meetings (PLC)
- Appoints other troop junior leaders with the advice and counsel of Scoutmaster.
- Assigns duties and responsibilities to junior leaders.
- Assists Scoutmaster with Junior Leader Training.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout Spirit

- **Scribe:** keeps the troop records. He records the activities of the Patrol Leaders' council and keeps records of dues, advancement, and Scout attendance at troop meetings.

Reports to: the Assistant Senior Patrol Leader

Duties:

- Attends and keeps log of Patrol Leaders' council meetings
- Records individual Scout attendance and dues payments
- Records individual Scout advancement progress
- Works with the Troop Committee member responsible for records and finance.

- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout Spirit

Adult Mentor Position:

- Advancement Coordinator, Secretary

- **Chaplain's aide:** works with the troop chaplain to meet the religious needs of Scouts in the troop. He also works to promote the religious emblems program.

Reports to: the Assistant Senior Patrol Leader

Duties:

- Conducts and plans religious services at troop activities under the guidance of the troop Chaplain
- Tells Scouts about the religious emblem program for their faith.
- Makes sure religious holidays are considered during troop program planning
- Helps plan for religious observance in troop activities.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout Spirit
- Ensure religious services are conducted at all campouts by arranging substitutes and planning at the PLC.
- Prepares handouts for religious services from information in the Troop Chaplain's Aide Book.

Adult Mentor Position:

- Chaplain

- **Quartermaster:** keeps track of troop equipment and sees that it is in good working order.

Reports to: the Assistant Senior Patrol Leader

Duties:

- Keeps records on patrol and troop equipment.
- Makes sure equipment is in good working condition.
- Issues equipment and makes sure it's returned in good condition.
- Makes suggestions for new or replacement items.
- Works with the Troop Committee member responsible for equipment.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout Spirit

Adult Mentor Position:

- Equipment Coordinator

- **Librarian:** takes care of troop literature and keeps a historical record or scrapbook of troop activities. He must maintain a 70% attendance rate at all meetings and 66% attendance at monthly campouts.

Reports to: the Assistant Senior Patrol Leader

Duties:

- Sets up and takes care of a troop library
 - Keeps records of books and pamphlets owned by the troop.
 - Adds new or replacement items as needed
 - Keeps books and pamphlets available for borrowing
 - Keeps a system for checking books and pamphlets in and out
 - Follows up on late returns
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout Spirit

Adult Mentor Position:

 - Webmaster

- **Historian:** Gathers pictures and facts about past troop activities and keeps them in a historical file or scrapbook.

Reports to: the Assistant Senior Patrol Leader

Duties:

 - Takes care of troop trophies, ribbons, and souvenirs of troop activities.
 - Keeps information about former members of the troop.
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout Spirit

Adult Mentor Position:

 - Newsletter Coordinator

- **Bugler:** Plays the bugle at troop campouts and other troop functions.

Reports to: the Assistant Senior Patrol Leader

Duties:

 - Plays taps and reveille at troop campouts and other troop functions.
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout Spirit

- **Order of the Arrow Representative:** Must be a member of the Order of the Arrow.

Reports to: the Assistant Senior Patrol Leader

Duties:

 - Represents the Troop at Order of the Arrow functions.
 - Notifies troop of OA events
 - Prepares troop election ballot for new OA members.
 - Sets a good example
 - Enthusiastically wears the Scout uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout Spirit

b. Elected positions – Patrol

- **Patrol Leader:** The Patrol Leader is the elected leader of the patrol.

He represents his patrol on the Patrol Leaders' Council. He must be a Second Class Scout, except for the New Scout patrol, and maintain a 70% attendance rate at all meetings and 66% attendance at monthly campouts.

Reports To: The Senior Patrol Leader. The Patrol Leader for the New Scout Patrol will also work with the Troop Guide assigned to your patrol.

Duties:

- Represents the patrol on the Patrol Leaders' council
 - Plans and steers patrol meetings
 - Helps Scouts advance (knows what the members of his patrol need in order to advance!) and coordinates with Instructors for training
 - Acts as the chief recruiter of new Scouts to join the patrol
 - Keeps patrol members informed
 - Knows what his patrol members and other leaders can do
 - Sets the example
 - Wears the uniform correctly
 - Lives by the Scout Oath and Law
 - Shows Scout Spirit
- **Assistant Patrol Leader:** elected by the patrol and leads the patrol in the Patrol Leader's absence.

Reports to: the Patrol Leader

Duties:

- Helps the Patrol Leader plan and steer patrol meetings and activities
- Helps him keep patrol members informed
- Helps the patrol get ready for all Troop activities
- Represents his patrol at Patrol Leaders' council meetings when the Patrol Leader cannot attend.
- Lends a hand controlling the patrol and building patrol spirit.
- Sets a good example
- Wears the uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout Spirit

c. Troop Appointed position (generally appointed by the Scoutmaster):

- **Assistant Senior Patrol Leader:** the second highest ranking junior leader in the Troop. He is appointed by the Senior Patrol Leader, with the approval of the Scoutmaster. The Assistant Senior Patrol Leader acts as the Senior Patrol Leader in the absence of the Senior Patrol Leader or when called upon. He also provides leadership to other junior leaders in the Troop. He must be a First Class Scout.

Reports to: the Senior Patrol Leader

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, and the chaplain aide.
- Serves as a member of the Patrol Leaders' council.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout Spirit

- **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 and not yet 18.

He is appointed by the Scoutmaster because of leadership ability.

Reports to: the Scoutmaster

Duties:

- Functions as an Assistant Scoutmaster.
- Performs duties as assigned by Scoutmaster.
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout Spirit

- **Instructor :** teaches Scouting Skills.

Reports to: the Assistant Senior Patrol Leader

Duties:

- Teaches basic Scouting skills in troop and patrols
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout Spirit

- **Troop Guide:** works with new Scouts. He helps them feel comfortable with the troop, and earn their First Class Rank in their first year.

Reports to: the Assistant Scoutmaster for the new Scout patrol(s)

Duties:

- Introduces new Scouts to troop operations
- Guides new Scouts through early Scouting activities
- Shields new Scouts from harassment by older Scouts
- Helps new Scouts earn First Class in their first year
- Teaches basic Scout skills
- Coaches the Patrol Leader of the new Scout patrol 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 patrol
- Assists the Assistant Scoutmaster with training
- Counsels individual Scouts on Scouting challenges
- Sets a good example
- Enthusiastically wears the Scout uniform correctly
- Lives by the Scout Oath and Law
- Shows Scout Spirit

d. Patrol Appointed positions (appointed by the Patrol Leader):

- **Patrol scribe:** appointed by Patrol Leader for the duration of an event or activity.

He must be someone who can do more than write neatly. The Scribe needs to keep a record of what happens at each Patrol Meeting in the Patrol Log. This record will help the Patrol recall what decisions were made at the last Patrol Meeting and who agreed to do what. The Scribe also keeps attendance records and collects dues and other fees.

- **Patrol Grubmaster:** is appointed by the Patrol Leader for the duration of an event or activity.

He takes charge of menu planning, food shopping, and making sure the Patrol eats right.

- **Patrol Quartermaster:** is appointed by the Patrol Leader for the duration of an event or activity.

He keeps track of Patrol gear and makes sure it is well taken care of. Checks out Troop gear for the Patrol's use and makes sure it is returned clean and well cared for.

- **Patrol Cheermaster:** is appointed by Patrol Leader for the duration of an event or activity.

His job is to keep the morale of the Patrol high. He leads songs, yells, stunts, and campfire programs.

- **Patrol Chief Cook:** is appointed by the Patrol Leader for the duration of an event or activity.

He gathers the food from the chow box and organizes cooking the meal. Sometimes he'll do this alone and sometimes he'll have one or two helpers. Either way, it's his job to make sure the meal is prepared well and on time.

3. Troop elections: Troop elections are held semi-annually in May and November at the regular meeting. Newly elected leaders will take effect after the election.

- a. A general election of the entire troop will be conducted for Senior Patrol Leader and Assistant Senior Patrol Leader. The outgoing Senior Patrol

Leader will preside over the election, accepting nominations and supervising the collection of ballots. Voting will be conducted by secret ballot. Election for Senior Patrol Leader will be conducted first to allow candidates not elected to run for Assistant Senior Patrol Leader and/or Patrol Leader. The Scoutmaster or an Assistant Scoutmaster and the outgoing Senior Patrol Leader or a Junior Assistant Scoutmaster will count and verify the vote. The candidate receiving a simple majority of the members present will be declared winner. If more than two boys are running for a position and no one receives 50 percent of the votes a revote will be taken between the two candidates getting the most votes until one candidate receives a majority of the votes.

- b. Individual Patrols will elect their Patrol Leader. A Patrol Leader election will be held immediately following the election of the Senior Patrol Leader and Assistant Senior Patrol Leader. Only patrol members will vote for their respective Patrol Leader. Votes will be by secret ballots. Ballots will be counted and verified by the outgoing Patrol Leader and a troop guide or Assistant Scoutmaster.
- c. All other leadership positions will be elected on or recommended by the Senior Patrol Leader and approved by the Scoutmaster. All leadership positions will be rotated every six months to give each member of the troop maximum opportunity to serve.
- d. An attempt will be made to get 100 percent of the troop's membership in attendance during the night of the election. No election will be conducted if less than two-thirds the general membership is present.

4. **QUALIFICATIONS**

- a. **Senior Patrol Leader:** Each Scout running for the office of Senior Patrol Leader **MUST** be a First Class Scout.
- b. **Assistant Senior Patrol Leader:** Each Scout selected for the office of Assistant Senior Patrol Leader must be a First Class Scout.
- c. **Patrol Leader:** Each Scout running for the office of Patrol Leader must be at least Second Class Scout except in the New-Scout Patrol.

5. **Junior Leader Training:** The Scouts elected for Senior Patrol Leader or Assistant Senior Patrol Leader are highly encouraged to attend Junior Leadership Training.

Should this be defined further?

6. **Patrol Leaders' Council**

- a. **The Patrol Leaders' Council** is responsible for planning and conducting the troop's activities. The Troop Committee interacts with the Patrol Leaders' Council through the Scoutmaster. The Patrol Leaders' Council comprises the following voting members:
 - **Senior Patrol Leader** - Leads the Patrol Leaders' Council
 - **Assistant Senior Patrol Leader**
 - **Patrol Leaders** - One for each patrol
 - **Venturing patrol chief**
 - **Troop guide for new Scout patrol**

- **Scoutmaster and Assistant Scoutmasters**
 - **Other Scouts in leadership positions** (i.e. scribe, quartermaster, etc.) that may be required by the Senior Patrol Leader as approved by the Scoutmaster.
- b. The Patrol Leaders' Council meets monthly to:
- Plan the annual calendar of events (typically in June)
 - Plan monthly events
 - Plan and organize weekly meetings and assign responsibility for planned events in accordance with the monthly activity
 - Complete the weekly meeting plan for each weekly meeting.
 - Discuss problems
 - Make recommendations on improving troop operations

Patrol Awards

Baden –Powell Patrol

If you really want evidence that YOUR patrol is a great patrol, then you'll want to go the extra mile" and earn the Baden-Powell Patrol Award. The award is special partly because it's named after Scouting's founder, Lord Robert Baden-Powell. But the really special part is that any patrol that earns the award will be getting the most it can out of Scouting.

The award is an embroidered star worn beneath your patrol medallion, and it spotlights your patrol as one of the best. It's a challenge the guys can really get behind. The award is given to patrols that complete the following requirements:

1. **SPIRIT** Have a patrol flag and rally around it. Put your patrol design on all your equipment. Use your patrol yell or cheer and patrol call. Keep patrol records up to date for 3 months.
2. **PATROL MEETINGS** Hold two patrol meetings each month for 3 months.
3. **HIKES, OUTDOOR ACTIVITIES, AND OTHER EVENTS** Take part in one of these within 3 months.
4. **GOOD TURNS OR SERVICE PROJECTS** Do two Patrol Leaders' council-approved Good Turns or service projects within 3 months.
5. **ADVANCEMENT** Help two patrol members advance one rank during 3 months.
6. **UNIFORM** Wear the uniform correctly (at least 6 Scouts)
7. **PATROL LEADERS' COUNCIL** Represent the patrol during three Patrol Leaders' council meetings within 3 months

APPENDIX 1 – FORMS

BOY SCOUT TROOP #145

Scout (youth) Information Form (for Troop records)

SCOUT'S INFORMATION

Scout's Name: _____

Home Address: _____

Mailing Address: _____
(If different)

Home Phone: _____ Birthday: _____

Present Grade: _____ School: _____

Date of Last BSA Physical: _____

Medical Alert Information: _____

BOYS LIFE MAGAZINE:

Do you receive Boys Life Magazine: _____ Expiration date, if known: _____

SCOUTING EXPERIENCE:

Pack No: _____ Troop No: _____

City and State: _____ City and State: _____

Member from: _____ to _____ Member from: _____ to _____

Highest Rank: _____ Highest Rank: _____

Current BSA Registration #: _____

PARENT/GUARDIAN INFORMATION

Dad's Employer: _____ Phone: _____



Mom's Employer: _____ Phone: _____

VEHICLE INFORMATION (this is needed for drivers on Scout outings)

Make and Year - Vehicle #1: _____ Seats with seatbelts: _____

- Vehicle #2: _____ Seats with seatbelts: _____

Insurance Limits: (typical limits are \$100,000/\$300,000/\$50,000)

Public liability per person: _____

Public liability per accident: _____

Property damage: _____



BOY SCOUT TROOP #145
Scouter (adult) Information Form (for Troop records)

SCOUTER'S (adult) INFORMATION

Scouter's Name: _____

Home Address: _____

Mailing Address: _____
(If different)

Home Phone: _____ Birthday: _____

Work Phone: _____ FAX: _____

Digital Pager: _____ Mobile: _____

BOYS LIFE MAGAZINE:

Do you receive Boys Life Magazine: _____ Expiration date, if known: _____

SCOUTING EXPERIENCE

Pack No: _____ Troop No: _____

City and State: _____ City and State: _____

Member from: _____ to _____ Member from: _____ to _____

Position: _____ Position: _____

Current BSA Registration #: _____

TRAINING COURSES AND SPECIAL AWARDS (provide dates in month/day/year format)

Youth Protection Training	_____	Eagle Scout	_____
Boy Scout Fast Start	_____	Order of the Arrow	_____
Adult Leader Basic Training	_____	Election	_____
Wood Badge		Ordeal	_____
Course #	_____	Brotherhood	_____
Presentation of Beads	_____	Vigil Honor	_____
BSA Lifeguard	_____	_____	_____
Red Cross Basic First Aid	_____	_____	_____
CPR	_____	_____	_____

BSA Troop 145
Youth Consent Authorization

The undersigned parent(s)

[Print name] _____

[Print street address] _____

[City] _____, TX. _____ [ZIP] _____

Hereby grant(s) Boy Scout Troop 145 Leaders of 2500 Palm Valley Blvd, Round Rock, TX. 78664, the authority to take temporary care of the following child (ren) while they are engaged in Boy Scouts of America events/activities.

[Print child=s name] _____

[Print 2nd child=s name] _____

This grant of temporary authority shall begin on _____ and shall remain effective until terminated **in writing** by the undersigned.

The above named caretaker(s) shall have the following powers:

The power to seek appropriate medical treatment or attention on behalf of the child (ren) as may be required by the circumstances, including but not limited to medical doctor and/or hospital visits.

The power to authorize medical treatment or medical procedures in an emergency situation.

The power to make appropriate decisions regarding clothing, bodily nourishment, and shelter.

Dated: _____

_____[Signature of parent/guardian]

_____[Signature of 2nd parent if mentioned above]

BOY SCOUT TROOP #145
AUTHORIZATION TO CONSENT TO TREATMENT OF MINOR

NAME OF MINOR: _____

My son is a registered member of Boy Scout Troop #145 and I give my permission for full participation in Boy Scout programs subject only to those limitations indicated at the end of this paragraph. I do not or will not hold the Boy Scouts of America, its members or its employees responsible in the event of an accident or injury during his participation in such programs.

LIMITATIONS: _____

In the event of an emergency, I may be reached at:

ADDRESS: _____

PHONE: _____

If I cannot be contacted in the event of an emergency or accident, I authorize any Scout Leaders registered with Boy Scout Troop #145 to select medical treatment necessary for my son when I cannot be contacted to so consent. No prior determination of life-threatening emergency or danger of serious or permanent injury resulting from delay of treatment need be made under this authorization.

I SPECIFICALLY CERTIFY AND AGREE THAT:

except as indicated at the end of this paragraph, this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the Scout Leaders to give specific consent to any and all such examinations, treatment or hospital care.

EXCEPTIONS: _____

ALLERGIES: _____

MEDICATIONS CURRENTLY BEING TAKEN: _____

I will conditionally agree to make or cause to be made, by assignment of third party benefits or otherwise, full and complete payment for such examination, treatment or hospital care if such treatment is not covered by the Boy Scouts of America Unit Accident Insurance Policy.

FAMILY DOCTOR: _____ PHONE: _____

INSURANCE COMPANY: _____ POLICY NO: _____

I am the person having power to consent to medical treatment of such minor. All blanks of this Authorization were filled in before I signed it and such Authorization shall be valid until revoked by the grantor.

PARENT/GUARDIAN:

SIGNATURE _____

NAME (Print) _____ DATE: _____

WITNESS: _____ DATE: _____

Scout Spirit Work Sheet

Instructions: Complete the following sentences using examples of your behavior from the period qualifying for this rank advancement.

Name _____

For Rank: _____

Date ___/___/___

A Scout tells the truth. He is honest, and he keeps his promises. People can depend on him. I was **TRUSTWORTHY** when I

A Scout is true to the groups to which he belongs: his Patrol, team, family, friends, school, and nation. I was **LOYAL** when I

A Scout cares about other people. He willingly volunteers to help others without expecting payment or reward. I was **HELPFUL** when I

A Scout is a friend to all. He is a brother to other Scouts. He offers his friendship to people of all races and nations, and respects them even if their beliefs and customs are different from his own. He is the first to speak to a newcomer. I was **FRIENDLY** when I

A Scout is polite to everyone regardless of age or position. He knows that using good manners makes it easier for people to get along. A Scout can be polite even when the other person is wrong or angry. I was **COURTEOUS** when I

A Scout knows there is strength in being gentle. He treats others as he wants to be treated. Without good reason, he does not harm or kill any living thing. I was **KIND** when I

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 disobeying them. I was **OBEDIENT** when I

A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy when he is tired, or even when it is raining outside. Whistling counts! I was

Scout Spirit Work Sheet

CHEERFUL when I

A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property. I was THRIFTY when I

A Scout can face danger although he is afraid. He has the courage to stand against peer pressure for what he thinks is right even if others laugh at him or threaten him. I was BRAVE when I

A Scout keeps his body and mind fit. He chooses the company of those who live by high standards. He helps keep his home and community clean. I was CLEAN when I

A Scout finds wonder all around him: in the tiny secrets of creation, in the great mysteries of the universe, and in the kindness of people. Sometimes he feels a chill or a "sense of awe" when he witnesses the beauty, the vastness, or the raw force of nature. I was REVERENT when I

1st Class, Star, and Life--SEE NEXT PAGE

Scout Spirit Work Sheet

Scout Leadership Section

1st Class, Star, and Life

- 1) Consider the role of the troop to develop values of the Scout Oath and Law in its members when answering the following questions:
 - a) What things do you think the troop is doing well and why?

 - b) What things do you think the troop should improve and why?

 - c) How can the troop improve in the opportunities that you have identified?

- 2) What do you plan to do in the future to help the troop?

Star and Life

- 3) Describe your current leadership position, and how you improved the troop through this position. List any leadership skills or techniques you may have learned while serving in your leadership position.

- 4) How will you help the new person taking over your leadership position? What advice will you give the person?

Scout Spirit Work Sheet

a/o 08.01.07