

Troop 8  
St. Mary's On The Hill

*The Troop's  
Guide*

Date: January 1, 2005

## **INTRODUCTION**

On behalf of our Troop Committee and our Scoutmaster, we would like to welcome you and your son to Troop 8, Chickasaw District, Georgia-Carolina Council of the Boy Scouts of America. Our meetings are held each Monday night from 7:00 p.m. to 8:30 p.m. at Saint Mary on the Hill Catholic Church Scout House on Arsenal Drive in Augusta, GA. During this time, your son will grow in the areas of accepting responsibility, independence, and the development of his leadership traits that will prepare him for the future.

We, the adult leaders, will be assisting him along each step in his quest of achieving each of the ranks that your son may become qualified to hold. You as parents can assist him by providing the crucial support that he will need from his family.

We would like to extend an invitation to you to join our family of adult leaders in the troop. If you have a hobby, would like to become a committee member, become an assistant Scoutmaster, or just like to help out when ever you can, we have a place for you.

This document covers how Troop 8 operates. This document, while large, may not be all inclusive and is to be known as a living document. Changes in the troop's operating policy may be amended as required by the Charter Representative, Troop Committee Chairman, Scoutmaster and Troop Committee.

Again, welcome to the family of Scouting here at Troop 8.

|                |                        |          |
|----------------|------------------------|----------|
| Dan MacEachern | Charter Representative | 733-2330 |
| Dan MacEachern | Committee Chairman     | 733-2330 |
| Bill Charters  | Scoutmaster            | 294-4881 |

## **INFORMATION FOR NEW SCOUTS**

Upon joining Troop 8, you will be assigned to a patrol. A patrol is a group of boys like yourself. It is led by a Patrol Leader elected by your fellow Scouts.

As a Scout in Troop 8, you will need to have at each meeting:

1. An official Scout Uniform.
2. An Official Boy Scout Handbook.
3. A positive attitude for making your patrol and troop a success.

Scout supplies can be purchased at the Scout Shop on Gordon Highway.

To join the troop a boy must complete an application which can be obtained from the Scoutmaster. The registration fee is based upon the month your son is joining our troop. Troop 8 renews its charter at the end of each January and the cost of joining us is prorated from that month. In addition to registration fees, you may also purchase a subscription to Boys Life magazine. The magazine is not a required item but it is highly encouraged. This will also be prorated.

New Scouts begin paying monthly dues of \$4.00 at the beginning of the next calendar month after joining.

A Scout may need to have the following items on hikes, camping, and other Scout activities. These items are not required and they do not need to be an official Boy Scout product. These items make nice birthday or Christmas Presents:

|                    |                                 |
|--------------------|---------------------------------|
| COMPASS            | CANTEEN                         |
| POCKET KNIFE       | FLASHLIGHT                      |
| SLEEPING BAG       | EATING KIT (PLATE, BOWL, CUP)   |
| FRAMED BACKPACK    | VITTLE KIT (KNIFE, FORK, SPOON) |
| PONCHO OR RAINCOAT | PERSONAL FIRST AID KIT          |
| TENT (two man)     | BOY SCOUT FIELD BOOK            |

A complete list of suggested items to take camping or hiking can be found in the current handbook. Enough can not said about the need to own and bring your handbook with you to troop meetings and activities. It is contains information that will help you learn and advance in Scouting. It also contains your advancement records. Without you book, your advancement can not be recorded. This does not mean you can not learn. It does mean that it is your responsibility to have your advancement record with you to properly receive credit at the time you pass the test for a requirement.

## **PARENT'S RESPONSIBILITY**

You'll want your son to get the most out of Scouting. We encourage you to keep dates of troop activities on your calendar, encourage him as he progresses in the advancement program, and help him master the skills of Scouting.

But his success in Scouting depends in part on the success of our troop. If the troop is strong and active, he will have a better chance to make the most of his experience as a Scout. You can help keep the troop strong.

We know your support depends on your talents and available time. Perhaps you will be asked to serve on the Troop Committee, which functions as a sort of board of directors (See Troop Committee Positions). You may be asked to help out on an occasional task such as a fund raiser, transportation for an outing, maintaining troop equipment, or serving as a merit badge counselor in a hobby or career field you are familiar with. Your son's patrol may need a place to meet to work on a project or practice a skill. You can assist by providing that place. You may be invited to a special troop activity, such as Parent's Night or a Court of Honor at which Scouts are recognized for their advancement. A Dad (or a Mom) may be asked to attend a camping trip over the weekend.

Your participation in these activities, and your offers of help when the troop has a need, will show your son that you support him and want him to have the experiences possible in Scouting.

## **TROOP MEETINGS**

Troop Meetings are on Monday nights and start at 7:00 p.m., unless otherwise specified. Most meetings are over at 8:30 p.m. Members of that month's Service Patrol will be required to arrive earlier and stay later than the regular meeting time. Scouts should arrive on time and in uniform with their Scout Handbook, notebook and pen/pencil. All rank advancements require a determination as to demonstrated Scout Spirit. A minimal demonstration of such spirit is regular meeting attendance. A good "spirited" Scout's record shows a 90% to 100% attendance or excused absences. The Scout should contact the Patrol Leader prior to the meeting if he is unable to attend and request an excused absence. At least a 50% attendance at activities other than meetings is considered another measure of Spirit. Although there are scheduling conflicts, and not all boys enjoy all activities, every effort should be made to attend. A higher degree of participation is expected of those boys in leadership positions. NOTE: To be able to participate in camping and backpacking excursions (including Venture or Varsity activities), the Scout must attend at least 60% of meetings and activities (sales, food drives, service projects, etc.).

## **REGISTRATION**

The troop collects \$4.00 in dues per month. Dues cover his national registration fees, Boy's Life subscription renewal, Troop re-charter fees and other costs associated with joining the troop. New Scouts pay \$24.00 for initial registration. This cost will cover in addition to the dues paid, the initial year's registration and his second years membership.

## **TROOP RECHARTERING**

Troop 8 must renew the Troop charter in January of each year. At this time, the Troop must pay the various yearly fees for the Scout to our local council. These fees will be paid by the Troop. The Troop will pay the annual registration fee, Boy's Life Magazine, and Troop insurance.

## **DUES**

Dues may be paid weekly, monthly, or several months in advance. Part of the monthly dues is set aside to pay the annual registration, and the remainder is used for Troop equipment and operating expenses (merit badges, badges of rank, etc.). The collection of Troop dues is on a weekly basis. Troop dues, which the Scout is expected to earn, will be \$4.00 as of January 1, 2005. No awards (rank, merit badges, etc.) will be awarded unless dues are current. A Scout who is more than two month behind may not attend any outdoor experience. If this is a problem, please talk to the Scoutmaster or Troop Committee Chairman. Troop 8 will help in any way it can. Dues paid in advance are non-refundable.

NOTE: Patrols may also collect dues for Patrol needs.

## **PERSONAL EQUIPMENT**

Besides his uniform and Scout Handbook, a Scout must plan to eventually own and care for other equipment. This includes at least the following:

- |                     |                         |
|---------------------|-------------------------|
| a. Back Pack        | h. First Aid Kit        |
| b. Compass          | i. Hiking Shoes         |
| c. Ground Cloth     | j. Pocket Knife         |
| d. Canteen          | k. Flashlight           |
| e. Notebook, Pencil | l. Eating/Cooking Gear  |
| f. Sleeping Bag     | m. Personal Hygiene Kit |
| g. Sleeping Pad     | o. Boy Scout Field Book |

Some of these items are expensive but are necessary for the safe enjoyment of the program. Scouts should earn as much money as they can to help pay for some of these items. Scouts take personal responsibility for putting their names on their equipment, keeping their equipment well maintained, and for using it for its intended purpose only.

## **UNIFORMS**

Scouting is a uniformed organization. The uniform is worn correctly and with pride. Patrol Leaders should check each Patrol member's uniform weekly for completeness and cleanliness. Troop and Patrol Leaders are expected to set the example for proper uniform wear. The proper wearing of the uniform is another sign of Scout Spirit. Scouts will own at least one complete uniform. Three to four months after joining the Troop is considered time enough to be completely uniformed. A complete dress uniform (ready for inspection) consists of:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| a. Official BSA short sleeve shirt. | e. Official BSA Merit Badge Sash  |
| b. Red shoulder loops.              | f. Any Official BSA cap, if worn. |
| c. Official BSA belt.               | g. Current Registration card.     |
| d. Official BSA pants.              | h. Official BSA socks.            |

Complete uniforms plus the Scout Handbook are required for a Board of Review and Troop meetings.

All patches must be worn as shown in the BSA Handbook and Insignia Guide Book. The Merit Badge Sash is the prescribed place to sew all merit badges earned and is required by the Troop. A Merit Badge Sash is worn only when a Scout is in **full** dress uniform. The current Registration Card is also considered part of the uniform and should be with a Scout anytime he is in uniform.

The Official BSA shirt is not to be worn without Official BSA long or short pants. Troop 8 is not a "Belt Up" Troop. If, for financial reasons, you cannot comply with this uniform policy, please contact the Scoutmaster or Troop Committee Chairman. Troop 8 will help in any way it can.

## PATROLS

The Scout troop is made up of patrols. A patrol is a grouping of six to ten boys who work together. Each patrol elects its own boy leader, called a **Patrol Leader**. The creation of a patrol is based upon the experience or interest of the boys within the patrol. These are:

1. The new Scout patrol. It is composed of new members who have not entered the seventh grade and/or are not First Class.
2. The experienced Scout patrol. Members of this patrol are usually age 12 and older. Typically these boys have been in the troop over a year and are First Class or higher in rank.
3. The Venture crews. This patrol or crew is created by a group of Scouts who are at least 13 years of age or older, First Class or higher in rank, in good physical health and in good standing with the troop. Due to the difficulty level of some Venture activities, additional age, skill, attendance, or other requirements may need to be met in order to participate in some Venture challenges. Typically the members have been in Scouting for more than two or three years. NOTE: A Venture crewmember is also a regular member of an experienced Scout patrol. A Venture crew is created to plan, train and carry out special outdoor activities outside regular troop program. These activities may include going to Philmont or canoeing to Savannah the Savannah River. This is not a super Scout or honor patrol. Venture Scouting is a program and not an organization. A troops Venture program (i.e. Crew) is only active when a Venture activity is planned.
4. To establish a new experienced Scout patrol, a group of six or more First Class (or above) Scouts may petition the Patrol Leaders Council with Scoutmaster approval to create a new patrol. The group should already have a name. The establishment of this new patrol should not have significant impact upon the other experienced Scout patrols within the troop.
5. To move from one patrol into another, a Scout must petition the Patrol Leaders Council. In addition, the Scout must be acceptable to his new patrol and have Scoutmaster approval. This move must not have significant impact upon a healthy, active, experienced Scout patrol. Movement from one patrol to another is a serious matter. A move should not be based solely upon friendship or group association. Scouts growth in rank and responsibility should also be considered.
6. The Scoutmaster may move a Scout in or out of a patrol for significant cause.
7. At the earliest opportunity, a First Class Scout should be moved from a new Scout patrol and into an experienced Scout patrol. This transfer may occur as a result of the Scout being transferred through petitioning the Patrol Leaders Council or by Scoutmaster assignment.
8. A patrol may request a Scout to be removed from their patrol roster through partitioning the Patrol Leaders Council with Scoutmaster approval. This should only be requested if a Scouts attendance is below 20 percent attendance overall or the Scout has quit or moved away from the Troop.

## **TROOP & PATROL ELECTIONS**

All elections are held every six months. They will be held at the second weekly meeting for the months of September and March. These elections will be done by secret ballot.

The Senior Patrol Leader should be Star rank or higher. He must be a member of the troop for at least 4 months. Scouts who want to run for Senior Patrol Leader should talk first with Scoutmaster about his goals and understand the expectations of the job.

Patrol Leaders of experienced patrols must be Second Class rank or above. There is no rank requirement for the Patrol Leader of a new Scout patrol.

The Scoutmaster appoints Junior Assistant Scoutmasters. A Scout should be at least 16 years of age and Star rank.

The Senior Patrol Leader appoints the Assistant Senior Patrol Leaders, Bugler, Chaplain's Aide, Den Chiefs, Instructors, Librarian, Quartermaster, Scribe, and Troop Historian. All appointments are subject to Scoutmaster approval. A Den Chief must be at least First Class, a Scout for at least one year, and approved by the Cub Scout Pack's Leadership. Assistant Senior Patrol Leaders, Troop Guides and Instructors must be at least First Class. It is encouraged that all other leadership positions be filled with Scouts who are at least First Class. If a First Class ranked or above Scout will not accept the duties of an office, any qualified Scout may be appointed. Any youth member of the Order of the Arrow may also be appointed as the troop's OA Representative.

Senior Troop Leadership consists of the Junior Assistant Scoutmaster, Senior Patrol Leader and his Assistant Senior Patrol Leaders. They have the option of camping with the Adult Staff or as a group away from the Patrols. The other leadership positions do not camp away from their Scout patrol.

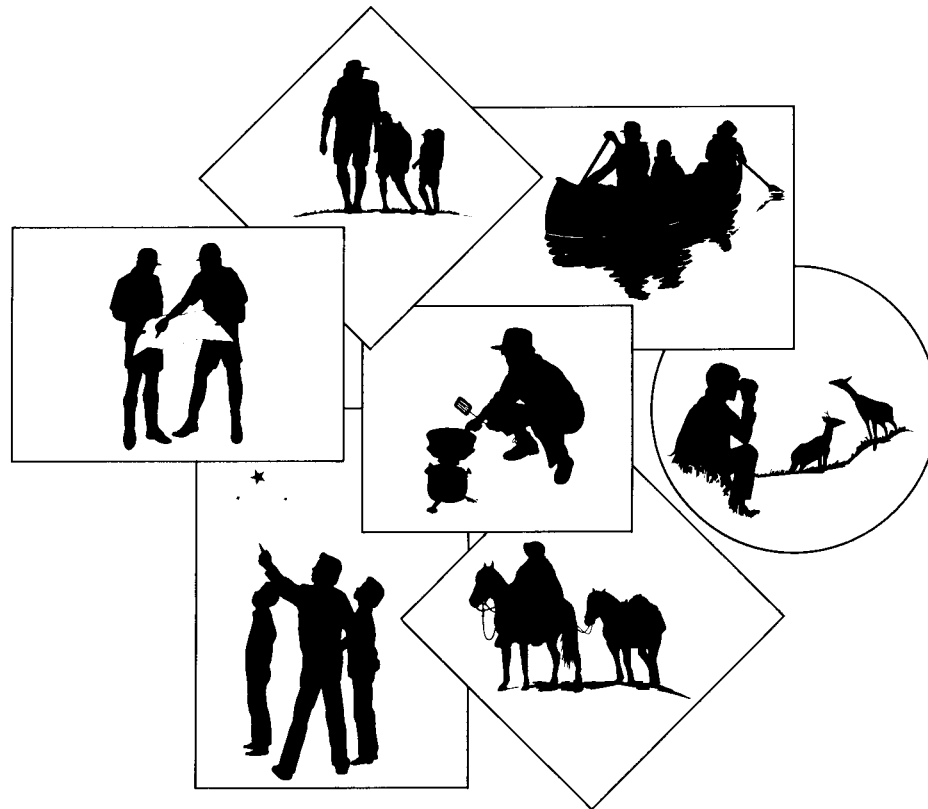
Scouts who are under suspension may not vote nor be nominated for election.

The Patrol Leader appoints the Patrol's Assistant Patrol Leader, Scribe, Quartermaster, Grubmaster, Chief Cook and Cheermaster.

If an officer is not fulfilling the responsibilities of the job, he may be dismissed by the Scoutmaster, Senior Patrol Leader with Scoutmaster approval, or be recalled by majority vote by the troop or their patrol with Scoutmaster approval.

## THE PATROL LEADERS' COUNCIL

The patrol leaders' council, not the adult leaders, is responsible for planning and conducting the troop's activities and meetings. The patrol leaders' council is composed of the following voting members: senior patrol leader, assistant senior patrol leader, patrol leaders, troop guide, Venture crew chief, and Varsity team captain. At its monthly meetings, the patrol leaders' council organizes and assigns activity responsibilities for the weekly troop meetings. Non-voting members include the Troop Scribe and Troop Quartermaster. Anyone who wishes to attend the PLC is welcome.



## **ADVANCEMENT**

Advancement is the process by which youth members progress through ranks in the Scouting program by the gradual mastery of Scouting skills. Ranks are simply a means to an end, not an end in themselves. Everything boys do to advance and earn these ranks, from the day they join until they leave the program, should be designed to help boys have an exciting and meaningful experience. Education and fun are functions of Scouting, and they are the basis of the advancement program. In the Scouting program, recognition is gained through leadership in the unit; attending and participation in the activities; living the ideals of Scouting; and developing a proficiency in outdoor living and useful skills.

No council, district, unit, or individual has the authority to add or subtract from any advancement requirement. The advancement requirements have been carefully developed to achieve the aims of Boy Scouting. To alter the requirements would defeat that purpose and would also be unfair to the Scout.

Boy Scout advancement is a four-step process:

1. **The Boy Scout learns.** A Scout learns by doing. As he learns, he grows in ability to do his part as a member of the patrol and the troop. As he develops knowledge and skill, he is asked to teach others. In this way, he begins to develop leadership.
2. **The Boy Scout is tested.** A Scout may be tested on requirements by his patrol leader, Scoutmaster, assistant Scoutmaster, a troop committee member, or a member of his troop. The Scoutmaster maintains a list of those qualified to give tests and to pass candidates.
3. **The Boy Scout is reviewed.** After a Scout has completed all requirements for a rank, he has a board of review. For Tenderfoot, Second Class, First Class, Star, Life, and Eagle palms, members of the troop committee conduct the review. The Eagle board of review is conducted in accordance with local council procedures.
4. **The Boy Scout is recognized.** When the board of review has certified a boy's advancement, he deserves to receive recognition as soon as possible. This should be done at a ceremony at the next troop meeting. The certificate for his new rank may be presented later at a formal court of honor.

Any registered Boy Scout may earn merit badges, badges of rank, and Eagle palms until his 18th birthday. A Scout with a handicapping condition may work toward rank advancement after he is 18 years old.

## **THE SCOUTMASTER CONFERENCE**

A Scoutmaster conference is required for each rank. The purpose of the conference is to ensure that the Scout is ready for his board of review. The conference is also an opportunity for the Scoutmaster to review the Scout's personal growth and set goals for further advancement.

## **MERIT BADGES**

The rank of Star, Life, and Eagle require that a Scout earn a certain number of merit badges. Merit badges are awarded to Scouts for fulfilling requirements in specific fields of interest. The subjects range from Agribusiness to Woodwork and cover areas such as hobbies, careers, sports, science, and Scouting skills. In all, there are over 120 merit badges.

A Scout, along with another Scout, works closely with a council-approved merit badge counselor to complete the requirements for the merit badge. Each counselor must be a registered adult member of the Boy Scouts of America and an expert in the chosen subject. When a boy feels that he is ready to earn a merit badge, the Scoutmaster will give him the name and telephone number of an approved counselor from the merit badge counselor list, usually provided by the council or district. If the Troop does not have a counselor for the selected merit badge, contact with the council will occur. It is the responsibility of the troop committee to locate a merit badge counselor when none is available. The Boy Scouts of America does not approve working alone with a counselor. It is suggested that the boys work with a "buddy" Scout to accompany him.

## **MERIT BADGE COUNSELORS**

The requirement for merit badge counselors are:

1. Be 18 years of age or older and of good character.
2. Be recognized as having sufficient skills and education in the subjects for which they are to serve as merit badge counselors.
3. Be registered as adult members of the Boy Scouts of America.

Potential sources for counselors are parents, former Scouts, committee members, local schoolteachers, government agencies, labor unions, special-interest clubs, technical and industrial organizations, and serious hobbyist. Being a merit badge counselor does not require a lot of time. The average counselor does not spend more than a few hours a year helping the boys. If you or someone you know could assist the troop as a counselor, please contact the Committee Chairman or Scoutmaster for details.

## **SERVICE PROJECTS**

To help foster a sense of personal responsibility and citizenship, Scouts are required to participate in a service project approved by their Scoutmaster for the rank of Second Class, Star, Life, and Eagle. The time of service must be a minimum of 1 hour for Second Class and 6 hours for Star and Life ranks. This may be done as an individual project or as a member of a patrol or troop project. Star and Life service projects may be approved for Scouts assisting on Eagle service projects. The Scoutmaster must approve the project before it is started.

For the Eagle service project, a boy must plan, develop, and give leadership to others in a service project for any religious institution, school, or his community while he is a Life Scout. The Eagle Scout service project provides the opportunity for the Eagle Scout candidate to demonstrate the leadership skills he has learned in Scouting. He does the project outside the sphere of Scouting. Before any Eagle service project is begun, it must be approved by the Scoutmaster, Troop committee, and district or council advancement chairman.

## **BOARDS OF REVIEW**

When a Scout has completed all the requirements for a rank, he appears before a board of review composed of at least three and not more than six committee members. (The Scoutmaster and his assistant Scoutmasters may not sit on the board.) The review should be conducted at a convenient time and location, such as a troop meeting or in the home of a member of the troop committee.

The review has three purposes:

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

The board of review is *not* a time to re-test the Scout, but to determine the Scout's attitude and his acceptance of Scouting ideals. It is also important to review those Scouts who are not advancing. The Eagle Scout board of review is a multi-step process. First the boy should have his paperwork reviewed by the troop board and council. The candidate then will be reviewed by the district or council board of review.

NOTE: A complete uniform, plus the Scout Handbook is required at a Board of Review.

## **COURTS of HONOR**

When a Scout advances, he should be recognized as soon as possible (preferably at the next Troop meeting). He is recognized a second time at a public ceremony called a Court of Honor. The main purpose of the Court of Honor is to furnish formal recognition for achievement and to provide incentive for other Scouts to advance.

## **ORDER OF THE ARROW ELECTIONS**

The Order of the Arrow (OA) is a society of honored Scout campers. It's traditions are based upon Scout Brotherhood, Cheerfulness and Service. Selection into the OA is done by secret ballot of the troops membership (OA member or not) present at the time of election. Eligibility is determined by the Order of the Arrow. Current requirements for youth election is as follows:

- 1 A youth member is defined as an active, registered troop member under the age of 21.
- 2 The youth must have the Scoutmaster's approval (Scout Spirit).
- 3 The youth must have earned the rank of First Class or higher.
- 4 The youth must within 2 years, have camped at least 15 days and nights including 6 consecutive days and nights of long term camping (summer camp) under the auspices and standards of the Boy Scouts of America.
- 5 The candidates must be elected according to the procedures established by the Order of the Arrow.

NOTE: Adults may also be nominated to the OA. Contact an adult Arrowman for more details.

## **OUTDOOR ACTIVITIES POLICIES**

1. Scout uniform is required for at least the first and last day of the activity unless otherwise specified.
  2. Troop 8 subscribes to the Outdoor Code and expects all of its members to be familiar with, and comply with, this code.
  3. Emphasis is placed on all Scouts earning the Tote'n Chip and the Firem'n Chit. Unsafe acts will result in the loss of a corner from the card. The corner may be removed by any current Tote'n Chip card holder. Without the Tote'n Chip card, a Scout may not use or carry a knife or use any wood tools. To start a fire or to carry matches or a lighter, a Scout must earn the Firem'n Chit. This card is taken in whole. If either card is lost (including those lost to a washing machine), the award must be re-earned.
  4. A current medical Power of Attorney will be kept by the Troop. Without a current Power of Attorney, Scouts will not be allowed to participate in outdoor activities, camps, hikes, or overnights.
  5. Unless otherwise specified, Scouts should pack their own personal items for campouts and long-term trips. A SCOUT WILL PACK ONLY WHAT HE CAN CARRY!
  6. Radios, electronic games, and other electronic equipment may be forbidden on outings unless specified individual permission is granted by the Scoutmaster.
  7. Board or role games, comic books, and various other items of this nature (non-scouting nature) may be forbidden on outings unless specified individual permission is granted by the Scoutmaster.
- NOTE: Rules 6 and 7 are intended to remove distractions to Troop or Patrol program. If properly controlled by the Scouts themselves, they may bring this type of material.
8. Rotation of duties among the Scouts in a Patrol is expected. Duty rosters must be fair, but consideration is given to development of needed skill in the junior Scouts. (Dish washing is Not needed six meals in a row to develop the skill.)
  9. Campsites are to be left cleaner than they were found. Scouts must conform to the Outdoor Code.

## **SAFETY POLICY**

Troop 8 adults and boys will subscribe to BSA policy with regard to safety. Most of these safety requirements can be found in the BSA pamphlet, "Guide to Safe Scouting". For further information, you may contact the Council Service Center, the Scoutmaster, or Committee Chairman for further information.

## **SCOUT BEHAVIOR**

1. Scouts are expected to exemplify the ideals of Scouting at all times! Scouting started in America because of the impressive behavior of the unknown English Scout who would not accept a reward for doing a good turn for a stranger. A Scout is identifiable as such by his attitude and behavior, even when not in uniform.
2. When with his Patrol or Troop, a Scout is responsible for his own behavior (obeying the laws, courtesy to others, etc.).
3. Behavior which might bring discredit upon the Patrol, the Troop, or Scouting may result in suspension or expulsion from the Troop. The following may result in immediate suspension:
  - a. Blatant disrespect to an adult leader.
  - b. Leaving the grounds while attending a meeting or any Scout function without permission.
  - c. Fighting.
  - d. Intentionally endangering another Scout.
  - e. Gross safety violations that endanger themselves or others.

### **ANY OF THE ABOVE CAN RESULT IN IMMEDIATE SUSPENSION ON THE FIRST OFFENSE!!!**

4. Scouts are trained in first aid, safety, environmental science, and other skills which make them better citizens. Scouts are expected to use these skills for the benefit of others whenever the opportunity arises.
5. A Troop Board of Review may expel or suspend a Scout for discipline problems

## **CONTRABAND**

Contraband is any material that is not accepted by BSA policy. Possession or consumption of alcoholic beverages, using controlled substances, or other items, such as Adult material, large knives, fire arms, and fireworks are outlawed. The use of tobacco products in any form is discouraged. Possession may result in having the item confiscated, the boy being sent home, or the boy suspended from troop activities.

## **TROOP COMMITTEE POSITIONS**

### **Chairman (1)**

#### **Qualifications:**

- Be 21 years of age or older.
- Approved by Chartered Organization Representative.

#### **Responsible to:**

- Chartered Organization Representative.

#### **Specific Duties:**

- Attend troop committee meetings.
- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster.
- See that troop leaders and committee members have training opportunities.
- Interpret national and local policies to the troop.
- Work closely with the Scoutmaster in preparing troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly district roundtable's.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and annual unit recharter.
- Set a good example.

### **Secretary (1)**

#### **Qualifications:**

- Be 18 years of age or older.
- Appointed by Committee Chairman.

#### **Responsible to:**

- Committee Chairman.

#### **Specific Duties:**

- Attend troop committee meetings.
- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop events and activities.
- Conduct the troop resource survey.
- Plan for family night programs and family activities.
- Set a good example.

## **Treasurer (Finance/Records) (1)**

### **Qualifications:**

- Be 18 years of age or older.
- Appointed by Committee Chairman.

### **Responsible to:**

- Committee Chairman.

### **Specific Duties:**

- Attend troop committee meetings.
- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and savings accounts.
- Train and supervise the troop scribe in record keeping.
- Receive troop income each week from the troop scribe.
- Keep adequate records in the TROOP/TEAM RECORD BOOK.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Report to the troop committee at each meeting.
- Lead in the preparation of the annual troop budget.
- Set a good example.

## **Advancement (1)**

### **Qualifications:**

- Be 18 years of age or older.
- Appointed by Committee Chairman.

### **Responsible to:**

- Committee Chairman.

### **Specific Duties:**

- Attend troop committee meetings.
- Encourage Scouts to advance in rank.
- Arrange and conduct monthly troop Boards of Review.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a troop Board of Review is held. Secure badges and certificates from the council service center.
- Work with the troop scribe to maintain all Scout advancement records.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets
- Set a good example.

## **Outdoor/Activities (1)**

### **Qualifications:**

- Be 18 years of age or older.
- Appointed by Committee Chairman.

### **Responsible to:**

- Committee Chairman.

### **Specific Duties:**

- Attend troop committee meetings.
- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Secure and register BSA Tour Permits for activities outside regular troop meetings.
- Encourage monthly outdoor activities or special activities.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop/patrol hikes, troop/patrol camping, district/council camporees, and council summer camp to reach the goal of an outing per month.
- Set a good example.

## **Equipment (1)**

### **Qualifications:**

- Be 18 years of age or older.
- Appointed by Committee Chairman.

### **Responsible to:**

- Committee Chairman.

### **Specific Duties:**

- Attend troop committee meetings.
- Work with quartermaster on inventory, storage, and proper maintenance of troop equipment.
- Make recommendations to troop committee on equipment purchases or repairs.
- Arrange for equipment repairs or purchases as approved by the troop committee.
- Set a good example.

## **Special Events and Ceremonies (1)**

### **Qualifications:**

- Be 18 years of age or older.
- Appointed by Committee Chairman.

### **Responsible to:**

- Committee Chairman.

### **Specific Duties:**

- Attend troop committee meetings.
- Plan the charter presentation program.
- Conduct frequent Courts of Honor, at least quarterly.
- Coordinate the planning of ceremonies with troop adult and junior leaders.
- Notify parents of Scouts being recognized at Courts of Honor.
- Set a good example.

## **Recruiting (1)**

### **Qualifications:**

- Be 18 years of age or older.
- Appointed by Committee Chairman.

### **Responsible to:**

- Committee Chairman.

### **Specific Duties:**

- Attend troop committee meetings.
- Act as a liaison between troop and local Cub Scout packs.
- Advise committee and/or Scoutmaster of any need for Den Chiefs.
- Advise committee and/or Scoutmaster of the time and location of Webelos Crossover ceremonies.
- Work with Special Events and Ceremonies Coordinator in planning Crossover ceremonies.
- Coordinate invitations with Webelos Dens for troop visitation and outdoor activities.
- Coordinate the troops participation in district/council recruiting drives.
- Help recruit Troop Committee members and Assistant Scoutmasters.
- Set a good example.

## **Chaplain (1)**

### **Qualifications:**

- Be 18 years of age or older.
- Appointed by Committee Chairman.

### **Responsible to:**

- Committee Chairman.

### **Specific Duties:**

- Attend troop committee meetings.
- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Provide opportunities for Boys Scouts to grow in their duty to God and their fellow Scouts.
- Set a good example.

## **Member at Large (no limit)**

### **Qualifications:**

- Be 18 years of age or older.

### **Responsible to:**

- Committee Chairman.

### **Specific Duties:**

- Attend troop committee meetings.
- Assist other committee members as needed and as your schedule permits.
- Help conduct boards of review.
- Help with transportation to/from troop activities.
- Set a good example.

## **SCOUTMASTER POSITIONS**

### **Scoutmaster (1)**

#### **Qualifications:**

- Be 21 years of age or older.
- Approved by Troop Committee and Chartered Organization.

#### **Responsible to:**

- Committee Chairman.

#### **Specific Duties:**

- Train and guide boy leaders to run their troop.
- Work with and through responsible adults to bring Scouting to boys.
- Help boys grow by encouraging them to learn for themselves.
- Guide boys in planning the troop program.
- Help the troop committee recruit Assistant Scoutmasters.
- Conduct Scoutmaster Conferences.
- Set a good example.
- Wear the uniform correctly.

### **Assistant Scoutmaster (as needed)**

#### **Qualifications:**

- Be 18 years of age or older.
- Approved by Troop Committee and Chartered Organization.

#### **Responsible to:**

- Scoutmaster.

#### **Specific Duties:**

- Train and guide boy leaders to run their troop.
- Help boys grow by encouraging them to learn for themselves.
- Other specific program responsibilities as needed to support the boy leaders.
- Assume Scoutmaster responsibilities as required in the absence of the Scoutmaster.
- Set a good example.
- Wear the uniform correctly.

## **JUNIOR LEADER POSITIONS**

### **Junior Assistant Scoutmaster (as needed)**

#### **Qualifications:**

- Star rank or above.
- Be 16 years of age or older.
- Appointed by Scoutmaster.

#### **Responsible to:**

- Scoutmaster.

#### **Specific Duties:**

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

### **Senior Patrol Leader (1)**

#### **Qualifications:**

- Star rank or above.
- Member of the troop for at least 4 months.
- Be elected by troop membership or appointed by Scoutmaster.

#### **Responsible to:**

- Scoutmaster.

#### **Specific Duties:**

- Preside at all troop meetings, events, activities, and annual program planning conference.
- Chair the Patrol Leaders' Council.
- Name appointed Junior Leaders with the advice and consent of the Scoutmaster.
- Assign duties and responsibilities to other leaders.
- Work with Scoutmaster in training junior leaders.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **Assistant Senior Patrol Leader (2 - 1 Program, 1 Admin.)**

### **Qualifications:**

- First Class rank or above.
- Appointed by Senior Patrol Leader with Scoutmaster approval.

### **Responsible to:**

- Senior patrol leader.

### **Specific Duties of Program ASPL:**

- The Program ASPL is responsible for training and giving direct leadership to the Instructor staff and those who give the troop instruction.
- Help with leading meetings and actives as called upon by the Senior Patrol Leader.
- Take over troop leadership in the absence of the Senior Patrol Leader.
- Function as a member of the Patrol Leaders' Council.
- Set a good example.
- Wear the uniform correctly
- Live by the Scout Oath and Law.

### **Specific Duties of Admin. ASPL:**

- Be responsible for training and giving direct leadership for the following appointed junior leaders: Bugler, Scribe, Librarian, Troop Historian, Quartermaster and Chaplain Aide.
- Help with leading meetings and actives as called upon by the Senior Patrol Leader.
- Take over troop leadership in the absence of the Senior Patrol Leader and Program ASPL.
- Function as a member of the Patrol Leaders' Council.
- Set a good example.
- Wear the uniform correctly
- Live by the Scout Oath and Law.

## **Instructor (as needed)**

### **Qualifications:**

- First Class rank or above.
- Appointed by Senior Patrol Leader with Scoutmaster approval.

### **Responsible to:**

- Program Assistant Senior Patrol Leader.

### **Specific Duties:**

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

## **Troop Historian (1)**

### **Qualifications:**

- Appointed by Senior Patrol Leader with Scoutmaster approval.

### **Responsible to:**

- Admin Assistant Senior Patrol Leader.

### **Specific Duties:**

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

## **Troop Librarian (1)**

### **Qualifications:**

- Appointed by Senior Patrol Leader with Scoutmaster approval.

### **Responsible to:**

- Admin Assistant Senior Patrol Leader.

### **Specific Duties:**

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

## **Troop OA Representative (1)**

### **Qualifications:**

- Appointed by Senior Patrol Leader with Scoutmaster approval.

### **Responsible to:**

- Program Assistant Senior Patrol Leader.

### **Specific Duties:**

- Be a current dues paid member of the Bob White Lodge.
- Serves as a communication link between the lodge or chapter and the troop.
  - Attend General Lodge Meetings.
  - Attend Lodge Executive Meetings.
  - Attend Chapter Meetings.
- Encourages year round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop
- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **Troop Chaplain Aide (1)**

### **Qualifications:**

- Appointed by Senior Patrol Leader with Scoutmaster approval.

### **Responsible to:**

- Admin Assistant Senior Patrol Leader (and Troop Chaplain).

### **Specific Duties:**

- Keep troop leaders apprised of religious holidays when planning actives.
- Assist chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on actives.
- Tell troop members about religious emblem program of their faith.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **Troop Scribe (1)**

### **Qualifications:**

- Appointed by Senior Patrol Leader with Scoutmaster approval.

### **Responsible to:**

- Admin Assistant Senior Patrol Leader (and works with the troop committee member responsible for finance, records, and advancement).

### **Specific Duties:**

- Attend and keep a log of Patrol Leaders' Council meetings.
- Record attendance and dues payments.
- Record advancement in troop records.
- Work with appropriate troop committee members responsible for finance, records, and advancement.
- Set a good example.
- Wear the uniform Correctly.
- Live by the Scout Oath and Law.

## **Troop Quartermaster (1)**

### **Qualifications:**

- Appointed by Senior Patrol Leader with Scoutmaster approval.

### **Responsible to:**

- Admin Assistant Senior Patrol Leader (and works with the troop committee member responsible for equipment).

### **Specific Duties:**

- Keep records of patrol and troop equipment.
- Keep equipment in good repair.
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with committee member responsible for equipment.
- Set a good example.
- Wear the uniform Correctly.
- Live by the Scout Oath and Law.

## **Troop Guide (As needed)**

### **Qualifications:**

- First Class rank or above.
- Appointed by Senior Patrol Leader with approval of Scoutmaster.

### **Responsible to:**

- Senior Patrol Leader  
(works closely with Assistant Scoutmaster - New Scout patrol).

### **Specific Duties:**

- Help Scouts meet advancement requirements through First Class.
- Advise patrol leader on his duties and his responsibilities at Patrol Leader's Council meetings.
- Attend Patrol Leaders' Council meetings with the new Scout Patrol Leader.
- Prevent harassment of new Scouts by older Scouts.
- Help assistant Scoutmaster train new patrol leader when he is elected.
- Guide new Scouts through early troop experiences to help them become comfortable in the troop and the outdoors.
- Set a good example.
- Wear the uniform Correctly.
- Live by the Scout Oath and Law.

## **Den Chief (as needed)**

### **Qualifications:**

- First Class rank or above.
- Have earned the Arrow of Light or demonstrated ability.
- Appointed by the Senior Patrol Leader with Scoutmaster approval.
- Approved by pack leadership.

### **Responsible to:**

- Assistant Scoutmaster (Cub to Boy Scout Coordinator).

### **Specific Duties:**

- Serve as the activities assistant at den meetings.
- Attend Den Chief training when offered.
- Meet regularly with the den leader to review the den and pack meeting plans.
- If serving as a Webelos den chief, prepare boys to join Boy Scouting.
- Project a positive image of Boy Scouting.
- Set a good example.
- Wear the uniform Correctly.
- Live by the Scout Oath and Law.

## **Venture Crew Chief (1 per Venture Crew)**

### **Qualifications:**

- First Class rank or above.
- A member of a Venture Team.
- Be elected by Venture Team membership.

### **Responsible to:**

- Assistant Scoutmaster - Venture.

### **Specific Duties:**

- Using activity pamphlets, develop an active program for his crew.
- Provide leadership to a selected crew's high-adventure activity.
- Keep crew members informed.
- Represent the crew at all Patrol Leader's Council meetings.
- Encourage crew members to take part in all troop activities.
- Locate and secure resources necessary for crew's activities.
- Develop crew spirit.
- Work with other troop leaders to help make the troop run well.
- Set a good example.
- Wear the uniform Correctly.
- Live by the Scout Oath and Law.

## **Experienced Scout Patrol Leader (1 per patrol)**

### **Experienced Patrol**

#### **Qualifications:**

- Second Class rank or above.
- Be elected by patrol membership.

#### **Responsible to:**

- Senior Patrol Leader.

#### **Specific Duties:**

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

## **New Scout Patrol Leader**

#### **Qualifications:**

- Be elected by Patrol membership.

#### **Responsible to:**

- Senior Patrol Leader and Troop Guide.

#### **Specific Duties:**

- With the assistance of the Troop Guide
  - Plan and lead patrol meetings and activities.
  - Prepare the patrol to take part in all troop activities.
  - Develop patrol spirit.
  - Keep patrol members informed.
- Assign each patrol member a job.
- Represent the patrol at all Patrol Leaders' Council meetings and the annual program planning conference.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the uniform correctly.
- Live by the Scout Oath and Law.

## **Assistant Patrol Leader (1 per patrol)**

### **Qualifications:**

- Determined by Patrol.

### **Responsible to:**

- Patrol Leader.

### **Specific Duties:**

- Assist the patrol leader in
  - planning and leading patrol meetings and actives.
  - keeping patrol members informed.
  - preparing your patrol to take part in all troop activities.
- Take charge of the patrol in the absence of the patrol leader.
- Represent the patrol at all Patrol Leaders' Council meeting in the absence of the patrol leader.
- Help develop patrol spirit.
- Work with other troop leaders to help make the troop run well.
- Set a good example.
- Wear the uniform Correctly.
- Live by the Scout Oath and Law.

**NOTES:**

