

Boy Scout Troop 1853

Community Covenant Church
7018 Sydenstricker Road
Springfield, Virginia 22152

Troop Handbook



Dear Parents, Scouters and Scouts of Troop 1853,

This Handbook provides information, which will assist you in getting the most out of your Scouting experience – whether you are a parent, Scouter or Scout. The Handbook outlines our policies and describes how we build and implement our program. This is a living document and will be updated periodically as our rules and procedures evolve. The handbook will be made available on the Troop website (www.troop1853.org).

Should you have any questions not covered in this Handbook, please let me or the Scoutmaster know. We have a host of Scouters who can help find the answer. We will include the resolution of any issues in the next update to the Handbook.

Our sole purpose is to support our Scouts and provide the best Scouting program possible. We are always interested in additional adult assistance. If you have some time and would like to help out, we always have jobs that need to be done. Remember, none of the Scouter positions in the Troop – The Committee, Assistant Scoutmasters or Patrol Advisors -- is gender-specific! We invite both mom and dad to help us!

Yours in Scouting,

Paul W. Lovgren
Committee Chairman

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Introduction

The purpose of this handbook is to provide each parent and each Scouting member of Troop 1853 with details on the Troop's policies and procedures. Troop 1853 is chartered to the Community Covenant Church by the Boy Scouts of America. The Troop is in the Old Dominion District of the, National Capital Area Council.

This Handbook is intended to work with other Boy Scout and Troop policies. These can be found by the links provided in the electronic version, by reference in the documents listed in the appendix, or in the Library area on the Troop website (www.troop1853.org).

This Handbook is meant to help guide the actions and activities of Troop 1853. Nothing is intended to add to requirements established by the Boy Scouts of America, the National Capital Area Council and the Old Dominion District.

Changes to this handbook may be proposed at either a Troop Committee or an ASM meeting. The proposal will be discussed at a subsequent ASM meeting and/or Troop Committee meeting, and with the PLC when it is appropriate. Changes will be made by achieving consensus.

1.0 TROOP HISTORY

1.1 Troop 1853 was chartered in 1969. Since that time the Troop has produced 70+ Eagle Scouts and has directly affected the lives of several hundred, if not several thousand boys living in the West Springfield area.

1.2 The Troop is part of the Old Dominion District and the National Capital Area Council.

2.0 TROOP GUIDEPOSTS

2.1 Guiding Principles

2.1.1 Troop 1853 is a Scout-run troop. We require uniforms at our activities. We have a very active outdoor program.

2.1.2 Lord Baden-Powell designed the Scouting program to function on the Patrol Method. The patrol method permits experiences that a troop-sized group will deny a Scout because he is just one of many. The tasks of planning, teaching, directing, supervising, and controlling Troop activities are carried out by the Scouts and their elected leaders. Patrols are given the responsibility to plan and carry out Troop meetings and outdoor activities.

2.1.3 Scouters teach, guide, and encourage Scout Junior Leaders as they plan, prepare for, conduct and evaluate troop meetings, activities and outings. As well, they reinforce the Junior Leader authority as appropriate. Their primary role is to help Junior Leaders to develop and reinforce their leadership skills and to assist all Scouts in developing character and self-esteem. In addition, Scouters are responsible for maintaining a safe and secure environment within which the troop program is conducted.

2.1.4 We meet weekly on Tuesday nights from 7:30 PM to 9:00 PM at the Community Covenant Church, unless otherwise announced in advance (e.g., spring break, summer camp week, Christmas week or New Years week).

2.1.5 The Troop outdoor program includes monthly weekend (Friday night to Sunday noon) activities such whitewater rafting, snow sports, and rock climbing.

2.1.6 The Troop also participates in camporees, with the Old Dominion District and occasionally with other Scouting organizations such as the West Point Camporee and Council events like the Mount Vernon Encampment and Scouting on the Mall.

2.1.7 The Troop sponsors a Venture program for Scouts 13 years old and over. The Venture program is in addition to the normal Troop program and includes more intense activities such as backpacking and canoeing. Scouts are eligible for Troop venture activities if they are 13 as of the first day of the activity. Certain venues may be restricted to older boys (e.g., 14 or above). The Troop Venture program may include both quarterly weekend activities and summer high adventure treks. In years past the summer treks have included the Boy Scout National Camps (Philmont, Florida Sea Base, and Northern Tier), Council sponsored activities (Lenhok'sin, Tinnerman, and Adirondacks) and Troop sponsored activities (Lewis & Clark in Montana).

2.1.8 Each summer the troop attends a one-week summer camp. This camp is especially important for new Scouts and provides an excellent opportunity to work on basic rank requirements and merit badges.

2.1.9 The Troop Calendar is built by the Junior Leaders each June at the Annual Planning Conference and approved by the Troop Committee in July or August.

2.2 Troop Goals

2.2.1 The purpose of the Boy Scouts of America is to help young Scouts become honorable men. To achieve this purpose, Troop 1853 works to help our Scouts to:

- build moral strength and character -- a Scout's personal qualities, values and outlook
- foster participating citizenship -- a Scout learns his obligations to other people, to his society and to his government
- develop physical, mental and emotional fitness -- a Scout is healthy, able to think and solve problems, and has self-control, courage and self respect.

2.2.2 The Troop subscribes to the eight methods of Scouting:

- **Advancement-** Scouting provides a series of objectives and teaches the skills necessary to achieve them. The Scout plans his advancement and progresses at his own pace as he overcomes each challenge.
- **Adult Association-** Scouts learn from the examples set by their adult leaders. Troop adult leadership may be male or female and association with adults of high character is encouraged at this stage in a young man's development.
- **Personal Growth-** As Scouts plan their activity, and progress toward their goals, they experience personal growth. The 'good turn' concept is a major part of the personal growth method of Scouting. Scouts grow as they participate in community service projects and do good turns for others.
- **Ideals-** The Ideals of Scouting are spelled out in the Scout Oath, Law, Motto and Slogan. The Scout measures himself against these ideals and continually tries to improve. The goals are high, and as he reaches for them, he has some control over what he becomes.

- **Patrols**- The patrol method gives Scouts an experience in group living and participating in citizenship. It places a certain amount of responsibility on young shoulders and teaches Scouts how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups determine troop activities through their elected leaders.
- **Outdoors**- Boy Scouting is designed to take place in the outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here where the skills and activities practiced at troop meetings come alive.
- **Leadership Development**- Scouts are encouraged to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and individual leadership situations. Understanding the concepts of leadership helps a Scouts accept the leadership roles of others and guides him toward the citizenship aim of Scouting.
- **Uniform**- The uniform makes Troop 1853 visible as a force of good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth who believe in the same ideals.

2.3 Scout Spirit

2.3.1 The way in which a Scout demonstrates his commitment to Scouting is through Scout Spirit. Sustained attendance at weekly Troop meetings, patrol activities and monthly campouts is the key to demonstrating Scout Spirit throughout the year. A Scout demonstrates Scout Spirit by living by the Scout Oath and Law. Doing a daily Good Turn is one of the best ways in which a Scout can show his Scout Spirit. Scouts also demonstrate Scout Spirit when they participate in service projects of the troop, when they help the troop through such things as the annual cider sale fund-raiser, and by providing service to their school, their respective churches, mosques, synagogues; and their community as a whole. This remains important after Scouts attain their Eagle rank.

2.3.2 Standards of Conduct -- A Scout will:

- **Always be in proper uniform and wear it proudly.** (You represent Scouting to everyone who sees you. Take pride in your appearance.)
- **Be on time; it's rude to be late.** (It upsets the Troop's plans and wastes other peoples' time.)
- **Keep your language clean.** (If you wouldn't say it in front of your mother... don't say it.)
- **Always tell the truth, even it if might get you in trouble.** (You can brag to your friends if you want, but never lie to your parents, Scoutmaster, or another Scout. It takes seconds to damage your reputation and years to rebuild it.)
- **Demonstrate Scout Spirit by being an active member of your patrol.** (Attend meetings regularly, volunteer to help with patrol responsibilities, participate the best you can by

supporting fund raisers, service projects and Eagle projects. Spotty attendance hurts your patrol in Honor Patrol competitions.)

- ***Never walk past a mistake.*** (Scouts who don't know any better may not realize it is wrong and those that do will think less of you.)
- ***Do what's right, even when nobody is watching.*** (That's what character is all about ... it reflects self-discipline, self-control, and self-motivation, and builds self-esteem.)
- ***Look for opportunities to help others, including other Scouts.*** (Cheerful service is the trademark of a Scout. Besides, you never know when you might need a friend.)
- ***Meet your obligations promptly.*** (Turn in permission slips and payments for outings early or on-time; pay for your meals on outings as soon as the Scout who bought the food gives you the bill.)
- ***Treat all Scouts and Scouters with respect and follow the instructions given by the leaders*** (unless it is unsafe). (If you don't agree with what you've been told to do, do it anyway, discuss the matter afterward in private, and with an adult if necessary. You'll be a leader too someday and will appreciate the support.)

2.3.3 Patrol Advisors will sign off the Scout Spirit requirement for ranks through First Class for Scouts assigned to their Patrol. Patrol Advisors will consult with the Scoutmaster prior to signing off Scout Spirit for Star and Life. The Scoutmaster will sign off the Scout Spirit requirement for Eagle and Eagle Palm.

3.0 TROOP MEMBERSHIP

3.1 Unit rechartering is accomplished every March. The Membership Chair is responsible for this process.

3.2 A troop directory is published in the spring and fall each year. It includes the address, phone number and e-mail address of the Scouts and the adult leaders, and the rank and age of each Scout. Scouts are listed both alphabetically and by patrol.

3.3 The Scoutmaster will review the participation of all Scouts periodically. Scouts not participating over the past several months will be identified and the Patrol Advisors will attempt to determine the Scout's intentions. The Scoutmaster will report to the Troop Committee any issues that are identified which may require corrective action by the Troop.

4.0 TROOP COMMUNICATIONS

4.1 The Troop has several means of communications:

- Announcements at every Troop meeting.
- The monthly newsletter: ***The Eagle***

- The Troop web site: www.troop1853.org
- E-mail
- Phone calls
- Mail via the US Postal Service
- Reference Documents to include the Troop Handbook

4.2 The Troop Newsletter, *The Eagle*, is published every month to keep Scouts, Scouters and parents informed and up to date on Troop activities.

- The newsletter is normally handed out at the third meeting of each month (or at the Court of Honor for that period). It is also posted on the troop web site.
- Each issue contains a calendar of events for the next two months. Also included are the Patrol duties for the coming month, news of upcoming activities, reports of recent activities, the Scoutmaster's Minute and a report from the Troop Committee Chairman...

4.3 The Troop web site, www.troop1853.org, is maintained to provide an always-available source of information about the Troop. In addition, copies of forms (such as permission slips and medical exam forms) are usually available for downloading or printing (though we know none of *our* Scouts would ever forget to give these to his parents). www.troop1853.org also provides a great place to start any search for Scouting-related materials on the internet. Only the first names of our Scouts will be shown on the Troop website. Additional guidelines on the Troop Website are provided in the Troop Library. The web site consists of:

- *Home*: The Home page has links to all of the major sections of the Troop's site. Near the top, it has a scrolling alert message to let visitors know of important upcoming events or changes to the planned program.
- *Calendar*: The Calendar is a full calendar of all troop activities with links to pages of information on most camping trips, including permission forms. The Calendar also contains many links to sites with information about the Troop's destinations, e.g., the Antietam Battlefield Park, BSA Seabase, and U.S. Military Academy websites.
- *Library*: The on-line Library is a resource for Scouters, Scouts, and parents. In it there are forms and publications from the Troop, the Old Dominion District, The National Capital Area Council and National BSA Headquarters. Here you will find the Troop's policies and recommendations for Scouts and their parents. Included is a listing of Troop Merit Badge Counselors, and the Troop's schedule for Eagle required merit badge offerings. You will also find a catalogue of the Troop's hardcopy library.
- *Rogues Gallery*: The Rogues Gallery is Troop 1853's on-line photo gallery. Here visitors will see our Scouts at work and at play – and get an idea of the places we go and the things we do.
- *E-mail*: access to the Scoutmaster, Assistant Scoutmasters, and Committee members, is also provided on the web site so visitors can directly contact any of our active leaders.
- *The Eagle On-Line*: The best of the monthly Troop Newsletter.
- *And More....* Recipes, patrol web pages (created entirely by the Scouts in the patrol), and an Order of the Arrow page are among the other offerings.

4.4 E-Mail is used to provide timely information to Scouts, Scouters and parents.

4.4.1 There are troop-wide, patrol and leader e-mail groups that are used for general announcements (e.g., upcoming meetings). The addresses for these groups will not be provided on the Troop website and should not be placed in individual address books. This helps maintain the security of the list and in doing so cuts down on SPAM.

4.4.2 Announcements should be sent at least one week prior to the event. Reminder messages about a previously announced event are generally sent closer to the time of the event.

4.4.3 Scouts, Scouters and Parents are asked to read their e-mail at least twice a week (say Sunday and Thursday nights).

4.4.4 E-mail should be used to transmit information and raise issues.

4.4.5 When responding to a troop announcement, use “reply to all” only if your note is of interest to a large percentage of persons being copied on the note.

4.5 Phone calls should be used for time-sensitive announcements (activities less than a week away). When leaving a voice mail message, include your name, patrol and phone number.

4.6 U.S. Postal Service mail may also be used for specific events when appropriate.

4.7 The Troop Handbook (this document) contains the policies and procedures of the Troop. The Handbook is reviewed and updated periodically.

4.8 Additional sources of information include:

- The New Scout Package: Each new Scout is given a folder containing a troop calendar, a troop directory, the current issue of the *Eagle*, advice on camping equipment, information on uniform and insignia, and a great deal of other guidance.
- The Troop Calendar helps families to avoid conflicts with Troop events where possible.
- Information for Assistant Scoutmasters and the PLC is available on the Troop website and is given to Patrol Advisors on a CD.
- The Troop Website contains a library of information, two examples are the Scout Equipment Guide which provides information on personal equipment and the Troop 1853 Outdoor Activities -- Checklist for Scoutmasters-in-Charge

5.0 TROOP ORGANIZATION

5.1 Our Troop is organized in accordance with the guidelines of the Boy Scouts of America. We have a Chartered Organization and a Troop Committee to guide and support our program. We have a Scoutmaster and many Assistant Scoutmasters to sustain our regular meeting and

outdoor program. We have Merit Badge Counselors to help our Scouts earn their needed badges. The Patrol Leaders Council is central to sustaining the management and leadership of our Scout-run Troop. Scouts are 10 1/2 through 17 years of age; Scouters are those registered leaders in the troop who are 18 and older.

5.2 The Chartered Organization

5.2.1 Our Chartered Organization is Community Covenant Church. The Church provides the Troop with a place to meet and store equipment. The Church may also provides assistance in finding leaders.

5.2.2 The Church designates a Chartered Organization Representative (COR). The COR approves all adult leaders, and serves as a liaison between the church and the Troop. The COR (along with the Unit Commissioner) also provides a coordination/information function between the Troop and the Old Dominion District and the National Capital Area Council.

5.3 Troop Committee

5.3.1 The Troop Committee ensures that the Troop has trained adult leaders, a program that meets the needs of the boys, and the financial support to make the Troop run.

5.3.2 The Troop Committee selects the Scoutmaster.

5.3.3 The Troop Committee has several positions and a number of functional areas. At times some of these positions may be filled by assistant Scoutmasters.

5.3.3.1 Committee positions include: Committee Chair; Assistant Committee Chair; Advancement Chair; Membership Chair; Budget Chair, Court of Honor Coordinator, and the Troop Eagle Scout Coordinator.

5.3.3.2 The Advancement Chair is assisted by designated individuals serving as Board of Review Coordinator, Insignia Coordinator, Adult Training/Awards Recorder, and Events Recorder.

5.3.3.3 The Troop Committee has several functions that are managed and coordinated by one or more Scouters. These include Cider Sales; *The Eagle* newsletter, Uniform Exchange, and Car Wash fundraising.

5.4 Scoutmasters/Assistant Scoutmasters/Patrol Advisors/Position Advisors

5.4.1 The Scoutmaster provides leadership:

- To the boys through the Patrol Leader's Council.
- To the Assistant Scoutmasters by providing guidance and activity coordination.
- By serving as the bridge between the PLC and the Troop Committee.

5.4.1.2 The Scoutmaster will normally conduct Scoutmaster Conferences except where he specifically delegates this task to an Assistant Scoutmaster for a particular circumstance (Scoutmaster's son, or long-term unavailability).

5.4.2 The Troop has a "First Assistant Scoutmaster" and a "Second Assistant Scoutmaster."

5.4.2.1 The "First Assistant Scoutmaster," acts in the absence of the Scoutmaster. The Troop has a "Second Assistant Scoutmaster" who acts in the absence of the Scoutmaster and the First Assistant Scoutmaster.

5.4.2.2 Normally the First Assistant Scoutmaster and the Second Assistant Scoutmaster "move-up" when the Scoutmaster resigns. The new Scoutmaster then selects the "Second Assistant Scoutmaster" with the approval of the Troop Committee. Should this sequence not occur, the Troop Committee will establish the methodology to fill the necessary positions.

5.4.3 The Troop also has designated Assistant Scoutmasters who serve as the Venture Program Coordinator, the Merit Badge Coordinator, Troop Instructor Advisor, and the Order of the Arrow Advisor. Additional Assistant Scoutmasters may be designated to assist with New Scout Training, Junior Leader Training, and Religious Awards.

5.4.4 An Assistant Scoutmaster is assigned to each outdoor event and is responsible for the planning and implementation of the event based on objectives established by the PLC. This Assistant Scoutmaster is designated the "Scoutmaster in Charge" or "SMIC" and is assisted by an Assistant SMIC and a senior Scout.

5.4.5 The Scoutmaster and the Assistant Scoutmasters have the responsibility of working with the boys as they advance along the Trail to Eagle, and facilitating execution of the Troop Program.

5.4.6 The Assistant Scoutmaster for Merit Badges is responsible for recruiting Merit Badge Counselors, and establishing the revolving Troop schedule for Eagle required merit badges.

5.4.7 Assistant Scoutmasters may be assigned specific duties to assist the Troop Committee.

5.4.8 Patrol Advisors

- Several Assistant Scoutmasters are assigned to each patrol as Patrol Advisors.
- They advise the Patrol Leader on the operation of the patrol, ensure that training on Scout skills, leadership and outdoorsmanship is conducted to standard, and assist with training and advancement as required. They work through the Patrol Leader to guide the Patrol activities, encourage individual Scout advancement, and plan for patrol responsibilities (troop program, opening and closing ceremonies, outings, courts of honor, etc.).
- The Patrol Advisors guide the employment of Troop Guides in support of the Patrol Leader and patrol activities, provide periodic counseling on their performance, and recommend to the Scoutmaster whether or not they should receive credit for their term.
- Teaching, coaching, mentoring and evaluation of Scout spirit and certification are critical functions of a Patrol Advisor.
- At the conclusion of the Patrol Leaders' term, the Patrol Advisors collectively recommend to the Scoutmaster whether or not the Scout successfully met the standards of his job.

5.4.9 Position Advisors

- One Assistant Scoutmaster is assigned to each of the Troop officers who performs a specialized function (Order of the Arrow Representative, Scribe, Quartermaster, Librarian, Historian, Bugler, and Chaplain's Aide)
- These advisors are responsible for reviewing the functional standards associated with the assigned Scout and setting specific objectives for completion of his term.
- He or she monitors the performance of the Scout, provides coaching and instruction as required, and periodically counsels the Scout on his progress.
- At the conclusion of the Scout's term, the position advisor recommends to the Scoutmaster whether or not the Scout successfully met the standards of his job.

5.4.10 On campouts, Scouters will be organized into an "Old Goats" patrol which will operate largely in the same manner as the Scout patrols (chuckbox, expendables, etc)

5.5 Merit Badge Counselors

5.5.1 In order to progress along the Trail to Eagle, Scouts must earn merit badges. Several are required for advancement, and the Scouts are free to choose other badges as their interests guide them. The Assistant Scoutmaster for Merit Badges maintains a list of Merit Badge Counselors within the Troop and the Old Dominion District.

5.5.2 A merit badge counselor is anyone 18 and older who has an interest in and knowledge of a merit badge subject and is registered as a merit badge counselor with the Old Dominion District. Parents are encouraged to share their interests and abilities as a Merit Badge counselor.

5.5.3 A merit badge counselor is responsible for meeting interested Scouts to explain the requirements for a specific badge, present instruction as required, and ultimately certify that the Scout has met all of the merit badge requirements to his/her satisfaction.

5.5.4 To become a merit badge counselor you must fill out an application, provided by the assistant Scoutmaster for merit badges, listing the merit badges for which you are qualified and interested in being a counselor. You must also fill out a BSA adult leader registration form (there is no charge for this for merit badge counselors). The ASM for Merit Badges will forward your application to the Old Dominion District Merit Badge Coordinator.

5.5.5 There is no limit on the number of merit badges a counselor can oversee.

5.6 The Patrol Leader's Council (PLC)

5.6.1 One of the key processes of Scouting is boy leadership. In addition to leading patrols, the Scouts lead the Troop. In order to advance in the upper ranks, a Scout must serve in a position of responsibility.

5.6.2 The PLC constitutes the Scout leadership for the Troop. The Senior Patrol Leader (SPL), two assistant SPLs, the Patrol Leaders and the Troop Officers comprise the PLC.

5.6.2.1 Troop Officers serve for a six-month term.

5.6.2.2 Troop elections are held twice a year, in April and October.

5.6.2.3 The Scoutmaster is responsible for interviewing, and certifying as eligible, all boys desiring to run for Troop office.

5.6.2.4 In determining eligibility, the Scoutmaster evaluates demonstration of Scout Spirit, attendance and participation in troop activities, needs of the individual Scout and the needs of the troop.

5.6.2.5 The SPL is elected by a majority of the Scouts in the troop.

- With the advice of the Scoutmaster, the SPL appoints the following Troop Officers: Quartermaster; Chaplain's Aide; Historian; Librarian; Bugler; and Scribe.
- The Senior Patrol Leader also appoints two Assistant Senior Patrol Leaders. Some circumstances may require a third Assistant Senior Patrol Leader when approved by the Scoutmaster.

5.6.2.6 The Troop Library includes a position description and performance standards for each Scout position. The Scoutmaster may waive on a case by case basis any of these eligibility standards for any position.

5.6.2.7 The Scoutmaster will provide when necessary a report to a Scout on his performance in a leadership position. Where a Scout's performance requires improvement, the Scoutmaster will provide an interim review. The Scoutmaster, in consultation with the First Assistant Scoutmaster and the specific Patrol Advisor or Position Advisor, will decide if a Scout satisfied the leadership standards and requirements.

5.7 Troop Guides

- Troop Guides are appointed by the Senior Patrol Leader after consulting with the Scoutmaster and the Junior Assistant Scoutmaster.
- Older and experienced Scouts, not currently serving as SPL or ASPL, may be assigned to a patrol as a Troop Guide. They are normally Life Scouts who have served successfully as a Patrol Leader and as a Troop Officer. They possess the maturity and leadership skills required to work effectively with young leaders.
- Troop Guides are active in the troop and with their patrol, and assist the Patrol Leader and Patrol Advisor in planning and conducting troop program and patrol activities. They serve as a mentor to the patrol leader and quietly reinforce his authority with other patrol members.
- The patrol advisors and the Scoutmaster evaluate the performance of the Troop Guides, with input from the SPL. They are counseled periodically on their progress toward satisfying their position requirements.

5.8 Troop Instructors are appointed by the Senior Patrol Leader after consulting with Scoutmaster and the Junior Assistant Scoutmaster to assist in sustaining Scout Skills within the Troop. They are responsible for conducting training sessions at troop meetings. They work together to establish the agenda, assign the tasks, and accomplish the training.

5.9 Troop Patrols

5.9.1 The ASMs will periodically review the size of the patrols and determine if the number of patrols needs to be increased or decreased.

5.9.2 Each Patrol Leader is elected by the members of the patrol. Basic eligibility for Patrol Leader is that the Scout has earned the rank of First Class Scout.

- With the advice of the patrol advisor, the patrol leader appoints an assistant patrol leader and a patrol quartermaster.
- If a Patrol Leader cannot attend a troop activity, he must have his assistant or another patrol member represent the patrol.

5.10 The Pirates Patrol

5.10.1 The Pirates Patrol provides the older, more senior Scouts in the Troop an opportunity to build and operate their own program, commensurate with their age and rank. The Pirates Patrol is for those senior Scouts in the troop who have already served in the key troop and patrol level positions.

5.10.2 The Pirates Patrol program, while remaining tied into the overall troop program, allows the patrol members to participate in activities and programs that are more challenging and meaningful to their needs and interests.

5.10.3 Standards

- As a minimum, the Pirates Patrol will adhere to the same standards and rules as the regular patrols and will participate in the troop program. They will not have a specific program month.
- The Troop expects that due to their age, experience, and rank they will exceed these standards and serve as role models for all other Scouts in the troop.
- On selected occasions, special privileges may be afforded to the Pirates as determined by the SPL, SM, or SMIC, as appropriate, in keeping with the special trust afforded to the senior Scouts.

5.10.4.2 Eligibility:

- Scouts will be eligible to join the Pirates Patrol if they:
 - have successfully served as a patrol leader, and
 - have also successfully served as either SPL, ASPL or Troop Guide, and
 - are not currently serving as PL, SPL or ASPL.
- The Scoutmaster may allow other Scouts to join the patrol when there are extenuating circumstances.
- Members of the Pirates Patrol who desire to serve as Troop Guides will be encouraged to do so. They will be expected to fulfill all of their responsibilities as a Troop Guide.

- Those Scouts who are eligible to join the Pirates Patrol but desire to remain in a regular patrol will be allowed to do so, whether or not they desire to be a Troop Guide.

5.10.5 Program:

- The Pirate Patrol's program will be built on service to the Troop and Venture activities.
- The Pirates Patrol may have periodic patrol activities.

5.10.6 Camping: The Pirates Patrol will have their own patrol equipment and will participate in campouts as their own patrol, cooking their own meals and setting up their own campsite. Pirates may tent individually and use hammocks from April to October.

5.10.7 Participation:

5.10.7.1 The Pirates Patrol is a troop-level asset.

5.10.7.2 They can be asked by the SPL, Patrol Leaders, Patrol Advisors, SMIC, the Scoutmaster and other individual members of the troop to assist in the planning and execution of other programs, activities and advancements.

5.10.7.3 Pirates Patrol members will direct and assist with Troop activities. These include:

- Directing the fall and spring Junior Leader Training
- Directing the New Scout Training Program
- Overseeing Tenderfoot physical fitness tests
- Directing training for Fireman Chit and Tot'n Chip
- Assisting with summer camp preparation
- Teaching Scout Skills on campouts

5.10.7.4 Pirates Patrol members will serve as the senior Scout for monthly Troop camping trips, assisting the SMIC and ASMIC.

5.10.7.5 The Pirates Patrol will not participate in the Honor Patrol competition. However, they expected to set the example for the other Patrols.

5.11 Junior Assistant Scoutmaster (JASM)

5.11.1 The JASM serves as a mentor to the SPL and troop guides, and provides an informal bridge between the PLC and the Scoutmasters. He attends both the monthly PLC meeting and the Assistant Scoutmaster meeting to furnish input to the decision-making process and provide feedback on the rationale for decisions that were made.

5.11.2 The Scoutmaster provides periodic counseling on the JASM's progress toward accomplishing his objectives and evaluates his performance.

5.11.3 To be eligible for the position, a Scout must be 16 years old, should be a Life or Eagle Scout, and should have served successfully as SPL and as a Troop Guide. He clearly outranks his peers in maturity, experience, and leadership ability.

5.11.4 The JASM is a very select position. The Troop normally has only one JASM at a time. The JASM is the "ultimate" Scout service position. If in the view of the Scoutmaster no one is qualified, the position goes unfilled. A Scout shouldn't be moved into it simply because he's Eagle rank or the oldest, most senior Scout. The position is for someone who has distinguished himself and demonstrated a great deal of maturity. It is a difficult position, with a foot in both camps, and it challenges loyalties. It is not an "advanced Troop Guide."

5.11.5 The Scoutmaster, who will inform the Troop Committee and the Assistant Scoutmasters, will initiate the selection of the JASM. Following discussions with the Scoutmaster, the Senior Patrol Leader will appoint the Junior Assistant Scoutmaster.

6.0 TROOP PROGRAM

6.1 Annual Program

6.1.1 The Troop program is developed by the Scout junior leaders at an annual planning conference. It is planned in further detail at monthly meetings of the Patrol Leaders Council (PLC).

6.1.2 The annual program is built with these ground rules in mind:

- Attempt to preserve one weekend a month for patrol activities
- No more than 4 repeated monthly outings from the previous year
- November/December - have one troop campout
- July/August – reserve for long-term camps and the troop family outing
- Three activities will be selected in each category: Scout skills, adventure, and fun.
- District, Council and National activities such as the fall and spring Camporees, Scouting on the Mall, and Scouting for Food will be considered.

6.1.3 The criteria for National awards (e.g., Quality Unit) should be considered when building the Troop Program.

6.1.4 We recognize that changes may occur during the year and when practicable they will be discussed at the ASM and Committee meetings.

6.1.5 Changes will be posted to the Website calendar and generally a banner will highlight the change.

6.1.6 Several kinds of activities are not allowed (see the BSA *Guide To Safe Scouting*). For example, bungee jumping, most martial arts, paintball, hunting and many other activities are prohibited.

6.1.7 The annual plan will support the monthly themes selected at the Annual Planning Conference.

6.1.8 In addition to the monthly theme and monthly weekend activity, special programs will be included for awards, service, fun or skill development.

6.2 Troop or Patrol activities using Community Covenant Church facilities will be scheduled with the Church Secretary.

6.4 Merit Badge Procedures

6.4.1 The Troop maintains a rolling calendar for Eagle required merit badges. This helps ensure Scouts can progress in an orderly manner. Troop programs for other merit badges are offered periodically.

6.4.2 The Scouts must ask the Scoutmaster for a "blue card" before beginning a merit badge.

6.4.3 Scouts should normally not work on more than three merit badges at a time to ensure they finish what they start. The Scoutmaster must approve exceptions.

6.4.4 Scouts are responsible for scheduling their accomplishment of merit badges. The primary line of communications is between the Scout and the merit badge counselor.

6.5 Training

6.5.1 Scouting as an organization provides training to every adult and boy in the program.

6.5.2 Scouters:

- The Scoutmaster, First Assistant Scoutmaster, and Second Assistant Scoutmaster must have completed Fast Start, earned the trained patch and be current with Youth Protection Training. They should have several years of experience as an assistant Scoutmaster.
- All registered adult members (Committee Members, Scoutmaster and Assistant Scoutmasters) must complete Fast Start training.
- Registered adult members are also required to complete Youth Protection Training and are encouraged to participate as refresher training every two years.
- All adult members are encouraged to complete the New Leaders Essential course and position specific training which is offered by the Old Dominion District each spring and fall.

- At least one time, Scouters should attend Junior Leader Training, which is offered shortly after Troop elections in the spring and fall (this is necessary for Troop Scouters to wear the Troop Neckerchief). Patrol Advisors should attend each JLT session to provide a common basis for discussions with his/her patrol leader and assistant patrol leader.)
- Adults serving as SMIC for Venture activities should complete Back Country Outdoor Leader Training.
- Additional adult training such as University of Scouting, Woodbadge, Leave No Trace, and Wilderness First Aid are encouraged to achieve advanced Scout leadership skills.

6.5.3 Scouts

- Each Scout serving in a leadership position is required to attend Junior Leader Training (which is offered shortly after Troop elections in the Spring and Fall). JLT is a team-building activity and as the content is modified to fit each PLC, attendance is required each time a Scout is elected or appointed to a leadership position.
- Scouts can attend the annual week-long Council program during the summer for intense leadership training (IMPEESA).

6.6 Service to the Community and Community Covenant Church

6.6.1 Troop 1853 sponsors the periodic cleanup of a designated stretch of Accotink Creek. Patrols are encouraged to use this area for service projects.

6.6.2 Semi-annually the Troop will accomplish cleanup activities for our sponsoring organization. Tasks will be selected by the Chartering Organization Representative and the Scoutmaster.

6.7 Service hours, nights camping, and the “Fifty-Miler” award

6.7.1 Scouts performing service hours will not ‘double-dip’ for purposes of a Scouting requirement. The hours served may be used for only one Scouting requirement: rank advancement, Fifty-Miler award, etc.

6.7.2 Scouts may use their service hours for ‘dual purposes’ such as Scouting and School or Scouting and Church.

6.7.3 Service hours, nights camping, and miles hiked are reported to the Troop Events Recorder:

- The SMIC is responsible for making the report (including JLT), except as provided below.
- Eagle Scout candidates report the number of service hours performed in support of their project.
- The Patrol Advisor is responsible for reporting patrol activities

6.7.4 The SMIC for a high adventure activity is also responsible for determining the appropriateness of service hours accomplished toward the service-hour requirement of the Fifty Miler Award. The SMIC is responsible for reporting completion of the Fifty-Miler Award to the Advancement Chair.

7.0 TROOP FINANCES

7.1 Troop Checking Account and Budget

7.1.1 The Troop maintains an account with a commercial bank.

7.1.2 There are three signatures on the account: the Committee Chairman, the Assistant Committee Chairman, and the Scoutmaster.

7.1.3 The Troop Committee must authorize expenditures over \$100.

7.1.4 A Troop budget is prepared annually to support the annual troop program.

- The budget is developed by the Troop Budget Chairperson immediately after the Annual Planning Meeting.
- The budget is presented for Troop Committee approval after the Annual Plan is approval.

7.1.5 Troop revenue is derived from:

- Annual dues
- Cider Sales
- Unanticipated funds remaining from Troop outings

7.1.6 Troop expenses may include:

- Advancement and rank badges
- Literature for the Troop library and record keeping
- Program materials
- Website monthly and annual fees
- Advance payment of summer camp and high adventure activities
- Junior Leader Training (materials, food, etc)
- Printing expenses
- Troop equipment and supplies
- Patrol camping gear
- Unanticipated expenses for Troop outings

7.1.7 The budget should also include:

- Reserve fund (for unexpected expenses)
- Petty cash fund (expenditures under \$100)

7.1.8 The Troop has two funds to address specific needs.

- A Campership Fund for Scouts who may not be able to afford to attend summer camp. Patrol Advisors identify potential Scouts and advise the Scoutmaster and the Committee Chair. The Committee Chair will then approach the Scout's parents and make any necessary arrangements.
- An escrow fund for Scouts to accumulate funds to pay for attendance at Troop activities. Each Scout is responsible for knowing the balance in their 'account.'

7.2 Registration and Annual Dues

7.2.1 As of 2004, dues are \$45 for the first Scout in the family and \$40 for each Scout in the same family thereafter. Dues are collected in March of each year. Dues may be adjusted to provide for only one *Boy's Life* magazine per family at the family's request.

7.2.2 The dues pay for several things: the annual registration fee to the National Council of BSA, a subscription for *Boy's Life* magazine, and additional insurance to cover the Scouts and Scouters during Scout activities. The remainder helps cover the troop expenses.

7.2.3 If the Scout leaves the Troop during the year, the annual dues are pro-rated or refunded if the parent requests a refund.

7.2.4 Registration fees for Scouters are \$10.00 per year. Those registering only as Merit Badge Counselors are not charged an annual registration fee.

7.3 Fund Raising

7.3.1 The Troop obtains the money to pay for equipment and advancement recognition through three primary avenues: a portion of the annual dues, cider sales and in some instances car washes.

7.3.2 Cider Sales are the Troop's primary means of raising funds. Cider Sales (fresh and sparkling cider) are conducted annually in October and November. Scouts are encouraged to sell cider in their neighborhoods and to friends. When sold this way, the Scout receives a portion of the profits, which is deposited in his escrow account. The Troop sells cider on certain days at selected stores in the Springfield area. Profits generated from these sales are deposited into the Troop general fund. All Scouts are encouraged to participate in door to door sales, but are ***expected*** to participate with their Patrols during store sales. The Troop will provide a \$100 savings bond to the Scout with the overall largest sales. A \$50 savings bond will be given to the top Scout for each of the October and November sales events.

7.3.3 The Troop conducts car washes to provide Scouts with additional opportunities to earn escrow funds. Scouts earn escrow credit if their parents and siblings participate at a '50%' rate at 'escrow' designated car washes.

7.3.4 The Troop may conduct fund raising activities for general fund raising or for specific events with the approval of the Troop Committee and in accordance with BSA requirements. For example, the Troop may have a car wash to address a specific need.

7.4 Escrow Account

7.4.1 Escrow funds help "pay the way" to attend summer camp and the more expensive outdoor activities such as white water rafting.

7.4.2 Each Scout's escrow account is maintained for him by the Troop Committee and is the Scout's "savings account" to help fund his participation in Troop activities (including helping to pay for his Eagle Scout project). Funds are deposited to the credit of the escrow account based on participation in fund raising activities like car washes and personal cider sales.

7.4.3 When the Scout decides to apply funds from his escrow account, he completes a written "escrow check" (in the Troop Website Library). The Scout then provides the "escrow check" request form to the SMIC. The SMIC will include escrow checks with financial summary for the

activity. The Troop Budget Chair will then deduct escrow check amounts from each such Scout's escrow balance.

7.4.3 The funds in the escrow account may be transferred with a Scout to another unit. The Scout who is moving will provide the address for his new Troop to the Budget Chair, who will forward the funds to the Scouts new Troop. Funds in escrow accounts may be transferred to younger Scouts in the same family. Escrow funds are not returned to Scouts who leave the program.

7.5 Financial Accounting for Troop Activities

7.5.1 The Scoutmaster in Charge of an activity will provide the Troop Budget Chair a financial summary (a format is on the Troop Website Library). The summary should include:

- Funds received: checks, cash, and escrow checks
- Payments made: camp site fees, activity fees, and other expenses
- Any cash paid to reimburse expenses by participating Scouts and Scouters
- Explanation of any surplus or deficit.

7.5.2 Checks should be made out to "Troop 1853."

7.5.2.1 The financial summary will include a list of checks received to include check number, name, amount, and date

7.6 Equipment and Supplies

7.6.1 The Troop provides for Patrol Gear equipment and supplies (as shown in appendix L).

7.6.1.1 Equipment includes: stoves, dining flies, lanterns, cooking pots, cooking utensils, chuck boxes, Dutch ovens, grills, water containers, etc.

7.6.1.2 Supplies include rope, spare parts for the stoves and lanterns, white gas, propane, and training aids or materials.

7.6.1.3 Consumable supplies used in preparing meals and washing dishes on outings are provided by the patrol, with the cost shared equally among patrol members. These supplies include things such as charcoal, paper towels, foil, soap, cooking oil, scrub pads, spices, and seasonings.

7.6.1.4 Equipment damaged through fair wear and tear will be replaced by the Troop. The members of the patrol at no cost to the troop will replace items damaged or lost due to negligence.

7.6.2 The Troop provides a library of merit badge books and other reference materials.

7.6.3 The Troop also provides each boy when they join the troop with a neckerchief, neckerchief slide, patrol emblem, '35 year' strip, and the troop numbers. Replacements may be purchased from the Insignia Coordinator.

7.6.4 The Troop provides all badges for advancement and positions.

7.6.5 The Scouts and Scouters must provide their own personal camping gear. This includes tents, sleeping bags and sleeping mats, and personal eating utensils. As Scouts camp at least two to a tent, first year Scouts are encouraged NOT to buy a tent until their second year in the Troop.

7.6.6 Supplies, such as maps and similar items bought for a specific event should be retained by the Troop where appropriate and are considered “expensed” for that activity, and when appropriate they may be given to a good home at the end of the activity.

8.0 MEETINGS

8.1 Attendance

8.1.1 The Scout program in general and the Troop program in particular are good ways in which Scouts can have fun, learn useful skills and grow in many different ways. This is possible through regular attendance and participation in Troop activities. Because we use the patrol method, absences have an adverse impact on the patrol's ability to perform and on the quality of the program for all of the Scouts.

8.1.2 We recognize that other interests and activities have their seasons. However, overall attendance and participation are factors to be considered in advancement through the Scouting program and certification of leadership time.

8.1.3 Scouting is a year-round program. When individual Scouts or Scouters schedule supplemental troop events (such as Eagle Scout projects), they should schedule around the activities established on the Troop calendar (such as meetings, weekend activities, and fund raising activities) whenever possible.

8.1.4 Registration in the Troop, by itself, or simply attending Troop meetings, does not satisfy the Scout Spirit and participation requirements for advancement. Scouts must remain active in the Troop and support patrol activities in order to qualify for advancement.

8.1.5 If a Scout will not be participating for an extended period of time, he must inform the Scoutmaster in advance and provide an explanation along with a commitment on when he will return.

8.1.6 Scouts who have other obligations, like participation in sports, that prevent normal participation in Troop activities, must consult with the Scoutmaster prior to the activities so alternative activities may be considered as substitutes for satisfying the goal of demonstrating Scout Spirit. Alternative projects can include taking responsibility for planning, supporting, or running a troop program, service event, or outdoor activities.

8.2 Troop Meetings

8.2.1 The Troop meetings are every Tuesday evening from 7:30 PM to 9:00 PM at Community Covenant Church unless otherwise announced. The purpose of troop meetings is to accomplish specific program activities, plan for future events, recognize advancement, distribute information, conduct other business, and have fun.

8.2.2 Scouts are encouraged to attend part of a meeting if they are also involved in school or church activities – even if they do not have their uniform.

8.2.3 In the event that inclement weather on the day of a troop meeting or other troop event causes the Fairfax County public schools to close for the day, to dismiss early, or to cancel after-school activities, the Scoutmaster (in conjunction with the SMIC in the case of an outdoor activity) will determine whether to cancel the meeting or activity by 4 PM. The cancellation will be posted on the troop website at that time. A troopwide email message will be sent as soon as that decision is made. The Senior Patrol Leader will also notify the Green Bar and notify the Patrol Leaders who in turn will notify the members of their patrols, all by phone. If the schools have a delayed arrival due to inclement weather but school is dismissed on time, the presumption shall be that the troop activity will take place as scheduled unless a troopwide e-mail message provides other instructions.

8.3 Patrol Leaders Council Meetings

8.3.1 The Patrol Leaders Council (PLC) is composed of the senior patrol leader, assistant senior patrol leaders, and patrol leaders.

8.3.1.1 The PLC usually meets the third Monday of each month. (Assistant Scoutmasters and Committee Members are invited to attend the PLC meeting.)

8.3.1.2 The other Troop officers -- historian, librarian, quartermaster, scribe, chaplains aide, bugler), The Order of the Arrow Representative, and troop guides are required to attend the monthly PLC meeting. One of the troop instructors will also attend the PLC.

8.3.1.3 In the event that a Patrol Leader cannot attend, the Patrol Leader is expected to arrange for his assistant to attend.

8.3.2 The PLC is to use these meetings to plan the troop meetings and outdoor activities for the upcoming month based upon the approved Troop Annual Plan.

8.3.2.1 The PLC meeting begins at 7:30 PM and usually ends between 8:15 and 8:30 PM.

8.3.2.1 The Senior Patrol Leader leads the meeting.

8.3.3 The Scoutmaster, First and Second Assistant Scoutmasters, Patrol Advisors, the Junior Assistant Scoutmaster, and the SMIC for upcoming activities attend these meetings. The Scoutmaster serves as the primary advisor to the PLC. Other Assistant Scoutmasters attend as necessary.

8.4 Assistant Scoutmaster Meeting

8.4.1 The Scoutmaster meets with the Assistant Scoutmasters once a month, usually immediately after the PLC meeting. The intent of the session is to determine how best to support the PLC in executing the troop program.

8.4.2 The assistant Scoutmasters may meet at a different time to discuss specific issues and long range plans.

8.5 Troop Committee

8.5.1 The Troop Committee meets once a month at 7:30 PM, usually the first Monday evening of the month, except for August.

8.5.1.1 The purpose of this meeting is to review the Troop's activities and ensure that support for upcoming Troop programs is in place.

8.5.1.2 Scouters and parents are encouraged to attend the Troop Committee meeting. Concerns or encouragement on Troop activities and programs are part of the meeting agenda.

8.5.2 The agenda for each Troop Committee meeting will provide for an opportunity for concerned parents to voice their concerns.

8.5.4 The Troop Committee ensures all Committee Meetings and other activities for the coming included on the Troop Calendar.

8.6 Communications with Parents

8.6.1 Parents Night: The Troop leadership meets with the Scout parents at least once a year, usually in April. This meeting focuses on general Troop information and New Scout orientation for those new to the Troop.

8.6.2 Advancement Orientation: The Advancement Committee Chair meets periodically to discuss with parents the Scout advancement process.

8.6.3 Scout Personal Camping Equipment: The Assistant Scoutmasters provide a review of personal equipment for new parents, usually in the spring.

8.6.4 Trail to Eagle Meeting: The Troop Eagle Coordinator periodically provides an orientation and discussion session for parents of Star and Life Scouts. The primary purpose of this meeting is to help parents to encourage their son on his Trail to Eagle. This meeting is held annually, or as the need arises. Parents not able to attend the meeting are encouraged to meet with the Troop Eagle Coordinator at a mutually agreeable time.

9.0 ADVANCEMENT

9.1 A Scout advances through the program by participating in Troop meetings and outdoor activities, earning merit badges, and achieving increasing rank. The Troop encourages first-year Scouts to work on rank advancement first -- and then work on merit badges.

9.2 Rank Requirements

9.2.1 The Boy Scout Handbook sets out the skill requirements for each rank. Changes to rank requirements are occasionally issued, and are published in the annual *Boy Scout Requirements* book.

9.2.2 Unlike Cub Scouts, the Scout is responsible for the pace of his rank advancement.

9.2.3 When he has mastered a skill, he is encouraged to seek out an older Scout (First Class or above) or Scouter to test him and verify his competence on the task. If he is successful, the reviewer will initial and date that requirement in the back of his Scout handbook. Scouts and Scouters will only sign off requirements that they witness personally.

9.2.4 First Class Scouts and above are authorized to sign off on rank requirements for Scout, Tenderfoot, Second Class and First Class rank (except for the Scout Spirit requirement).

9.2.5 Parents are generally not permitted to sign off on rank requirements (other than the requirement to review the pamphlet on how to prevent child abuse) except in rare cases where there is no reasonable alternative and the parent signoff has the advance approval of the Scoutmaster. A parent can sign off on merit badge requirements only if he or she is a registered counselor for that merit badge, is conducting a merit badge program for a number of Scouts including his or her son, and has the concurrence of the Assistant Scoutmaster for Merit Badges and the Scoutmaster.

9.3 Advancement Requirements and Scout Spirit

9.3.1 The Patrol Advisor, before the Scoutmaster Conference:

- Verifies accomplishment of the rank advancement requirements.
- Approves the Scout Spirit requirement.

9.3.2 The Patrol Advisor, Position Advisor or Scoutmaster are the only Scouters who can sign off leadership requirements. See also paragraph 2.3.3.

9.4 Scoutmaster Conferences

9.4.1 Advancement to all ranks in Scouting depends on completing a Scoutmaster Conference. Each Scout is responsible for scheduling a conference for each rank with the Scoutmaster. Before scheduling such a conference the Scout must check with the Patrol Advisor to ensure that all of the requirements for the rank the Scout is seeking have been properly recorded. (This is generally done at the time the Patrol Advisor reviews the Scout for the Scout Spirit requirement, just prior to the Scoutmaster Conference.)

9.4.2 The Scoutmaster will schedule a Scoutmaster Conference at a mutually agreed upon time. This may occur before, but not necessarily during a regularly scheduled Troop meeting.

9.4.3 Scouts are expected to appear for the Scoutmaster Conference in their complete Class A uniform [even during Class B season].

9.4.4 Once a Scoutmaster Conference has been completed, the Scout must make an appointment with the Board of Review Coordinator so that a Board of Review can be scheduled.

9.5 Boards of Review

9.5.1 A Board of Review is an opportunity for adult members of the Troop to get to know a Scout and talk with him about what he has accomplished and what he wants to accomplish. The Scout will wear his Class A uniform and bring his Boy Scout Handbook. Boards of Review are normally held on the third Tuesday of each month. It is not a skills test, although on occasion Scouts may be asked to recite the Scout Oath, Law, or Motto, to perform some basic skill like tying a square knot, or to discuss a basic first aid technique or other things they have learned. The primary purpose of a Board of Review is to confirm that the Scout is qualified for the next rank in Scouting and to obtain feedback on the Troop program.

9.5.2 The Board will consist of three adults, generally from the Troop Committee. The individual who performed the Scoutmaster Conference and the Scout's parents cannot participate as Board members.

9.5.3 Each Board will provide comments summarizing how well a Scout was prepared for advancement, any issues on not approving advancement, and comments on the Troop program. The Board of Review Coordinator will summarize this feedback at the next Committee meeting.

9.5.4 Boards of Review can be conducted at summer camp and other Troop outdoor activities if at least three Committee Members are attending the activity.

9.6 Merit Badges

9.6.1 Scouts may work on merit badges at any time with the approval of the Scoutmaster, and are not limited to counselors or merit badge programs provided by the troop.

9.6.2 The Scout must obtain a blue Merit Badge card from the Scoutmaster before starting the Merit Badge.

9.6.3 Once approval has been obtained, the Scout should meet with the Assistant Scoutmaster for Merit Badges to get the names and telephone numbers of potential counselors.

9.6.4 After selecting a counselor, the Scout should set up an initial appointment to review the requirements with the counselor and determine the counselor's expectations on each requirement.

9.6.5 Then the Scout begins work and shows or demonstrates to the counselor what he has done at subsequent sessions. Some badges may require several meetings with the counselor depending on the number and complexity of the requirements. It is the Scout's responsibility to schedule the required actions to complete the merit badge. To be awarded at a given Court of Honor, the Scout needs to arrange for completing the merit badge at least two weeks before the Court of Honor. This gives the Counselor time to work with the Scout to resolve any issues.

9.6.6 Once a Merit Badge is complete and signed off by both the Merit Badge Counselor and the Scoutmaster, the Scout will turn in the Troop portion of the Blue Card to the Advancement Chairperson who will record it in the troop database. The Scoutmaster provides the ‘quality assurance’ and is responsible for ensuring the merit badge requirements are met. Completed merit badge blue cards must be turned into the Advancement Chair at least one week prior to the Court of Honor in order to receive the merit badge at that Court of Honor.

9.6.7 As in all Scouting activities, BSA Youth Protection guidelines apply and must be adhered to. This means at least two or more Scouts work on a merit badge together with a merit badge counselor, or two adults are present at all times.

9.7 Personal Records

9.7.1 Scouts should save all the records they receive regarding advancement. The Troop Advancement Chair maintains a centralized computer database on advancement. Scouts should receive a printed copy of their current record annually (usually in the spring after re-chartering is complete) or when they are seeking rank advancement. The central record is the Scout’s Handbook which has the initials showing accomplishment. Scouts receive one portion of the merit badge “blue card” when they complete a merit badge, and they receive a merit badge “white card” from the Council when the merit badge is awarded. These records can be very important if something happens to the centralized records or if dates are entered incorrectly elsewhere; they should be kept in a safe place. The rank and merit badge cards are required for the Eagle Scout application.

9.7.2 Scouts who transfer into the troop from another location should provide a copy of their transfer report to the advancement chair to ensure credit is received for advancement, leadership and participation. Scouts leaving the Troop should obtain a copy of their record for use with their new troop.

10.0 RECOGNITION

10.1 Scouts and Scouters are recognized several different ways. The intent is to recognize the learning experience of the activity.

10.2 Beads

10.2.1 The Troop awards beads for outdoor activities that each Scout and Scouter participates in. These beads are typically worn on the Scout belt in a leather holder. The following colors are used (as determined by the SMIC):

Blue	One night of fair weather camping
Black	One night of wet camping
White	One night of camping in enough snow to make a snowball
Turquoise	One night of camping below freezing (32 degrees Fahrenheit)
Crystal	One night of camping below zero (0 degrees Fahrenheit)

Yellow	Long-term summer camp (one bead)
Orange	One night of venture camping
Green	Long-term High Adventure camp (one bead)
Red	One night of Order of the Arrow camping
Ivory	Completion of JLT (one bead)
Gold	Participation in Cider Store Sales (one bead per day)
Color Changing	Campouts where 100 degrees Fahrenheit is experienced during the event
Topaz	Participation in Accotink Creek Cleanup Activity

10.2.2 The Troop Librarian is responsible for the bead program. This includes obtaining the participation list from the SMIC and distributing the beads at a subsequent Troop meeting.

10.3 Honor Patrol

10.3.1 The patrols compete, formally and informally. An Honor Patrol is determined for the period between each Court of Honor and is announced at the Court of Honor. A \$50.00 gift certificate to be used for a patrol activity or piece of equipment that benefits the patrol members is also provided to the winning patrol.

10.3.2 The scores are determined based upon the following criteria:

Troop Meeting Attendance	25 points for each meeting at which 3/4 of the patrol is present
Patrol Spirit	25 points for having the patrol flag at troop meetings and events; 10 points for use of the patrol cheer
Patrol meetings	50 points for patrol meetings held outside of the regular troop meetings
Patrol Campout	100 points for patrol campout
Advancement	25 points for each rank advancement by a Scout; 10 points for each merit badge
Uniform	25 points for each uniform inspection at which at least two-thirds of the patrol are fully and properly uniformed
Patrol leadership	25 points if Patrol Leader (or assistant) attends monthly PLC meeting
Parent Participation	2 points for each parent who participates in a Troop activity
Special Achievement	100 points for a Patrol earning the National Honor Patrol Award
Cider Sale Participation	50 points for covering all shifts with 3/4 of the patrol participating

Accotink Creek Cleanup	5 points per hour per Scout participating in cleaning up Accotink Creek
Scoutmaster's Discretion	Up to 25 points can be given by the Scoutmaster for a job well done

10.3.3 The Scoutmaster will establish at the beginning of each PLC cycle the baseline membership for determining Patrol participation.

10.4 National Honor Patrol (NHP)

10.4.1 See the link in Appendix B for the BSA requirements.

- The required patrol meetings must include participation by at least 60% of the patrol (baseline number agreed to by the Scoutmaster and patrol leader prior to beginning the NHP activities).
- The patrol meeting must be called at least 48 hours ahead of time (longer is preferable) and have a written agenda.
- Patrol members should also be reminded by the patrol leader the day before the meeting.

10.4.2 The Patrol leader will present his proposed NHP service projects to the PLC for approval in advance of the anticipated start date.

10.5 Scouter Awards

10.5.1 Outstanding Scouters are be recognized by the Troop, the Old Dominion District and the National Capital Area Council.

10.5.2 Information on these awards is provided in the Library on the Troop Website.

10.6 National Quality Unit Award

10.6.1 The Troop has a goal to achieve the National Quality Unit Award each year.

10.6.2 The requirements can be obtained via a link in Appendix B.

10.7 Scout of the Quarter

10.7.1 At the PLC meeting prior to each Court of Honor, the PLC will elect a Scout of the Quarter (First Class or below) and a Senior Scout of the Quarter (Star or above).

10.7.2 The selected Scouts will be presented with a special “hand insignia” to be placed on their red epaulet.

11.0 UNIFORMS

11.1 Uniforms are an integral part of the Scouting program. Scouts are expected to wear the appropriate uniform to the weekly Troop meeting. Scouts are also expected to wear their uniform to and from outdoor activities. Uniforms during an outdoor activity will be decided as part of the activity planning. The Scout and Scoutmaster-in-Charge will determine the uniforms for special activities such as Eagle projects and church workdays. Unless otherwise specified, the troop always travels to and from troop-wide events (e.g., campouts) in Class A uniform.

11.2 The complete “class A” uniform consists of:

- Scout uniform shirt (short or long sleeved), with shoulder loops and insignia,
- Scout uniform pants (long or short)
- Scout socks
- Scout belt (web or leather, with buckle)
- Troop neckerchief and neckerchief slide or bolo tie. An event-related neckerchief (e.g., West Point Camporee) may be worn to troop meetings and outings. Troop neckerchief is to be worn on formal occasions such as Courts of Honor. Eagle Scout neckerchief may be worn at any time.
- Hiking boots, leather shoes, athletic shoes, or outdoor-grade sandals
- Merit Badge Sash -- for Courts of Honor, Scoutmaster Conference, Board of Review, Eagle Ceremonies and Scout Sunday.
- Bead Fob

11.3 The "class B" uniform consists of:

- Troop T-shirt (or other Scout T-shirt)
- Scout uniform pants (long or short)
- Scout belt (web or leather, with buckle)
- Bead Fob
- Scout Socks
- Hiking boots, leather shoes, athletic shoes or outdoor-grade sandals

11.4 From Memorial Day to Labor Day, the “class B” uniform may be worn to troop meetings. The "class A" uniform is required during class B season for traveling to and from troop-wide outings to include summer camp and weekend activities (unless otherwise designated by the Scoutmaster) and for Scoutmaster Conferences and Boards of Review.

11.5 Scout uniform and insignia information can be found in the BSA Insignia Guide publication referenced in Appendix C. Note there are different sites for male and female Scouters and for Scouts.

11.6 The Order of the Arrow sash is worn only at Order of the Arrow activities.

12.0 ACTIVITIES

12.1 Youth Protection Guidelines

12.1.1 Any Scout activity with adults present requires the presence of a minimum of:

- two registered adult leaders, or
- one adult leader (over 21 years of age) and a parent of a participating Scout, or
- an adult and two Scouts.

12.1.2 Parents will not leave their son at a Troop meeting or other Troop activity until the requirements noted above are met.

12.1.3. Consistent with BSA national requirements, there must be at least two adults on all outings.

12.2 Outdoor Program

12.2.1 The Troop conducts a Scout outdoor program to build character, encourage citizenship, and develop their physical, mental and emotional fitness. Camping is the primary tool used to achieve these goals. Other opportunities include:

- Troop and patrol hikes
- Summer Camp
- Camporees and Jamborees
- National and Council high-adventure programs

12.2.2 The Troop plans an outdoor activity each month (with the exception of combining November and December).

12.2.3 Scouts and Scouters should plan for seasonal inclement weather. Normally activities will proceed during rain or snow.

12.2.4 The Scouter or parent who drives Scouts back from the activity will normally return them to their homes after an outdoor activity.

12.2.5 Although Boy Scout rules allow Scouters 18 years of age to drive Scouts, the Troop policy is for all drivers for outdoor activities be at least 21 years of age.

12.2.6 Arrangements for Scouts to drive other Scouts to and from Troop meetings will be as agreed to by the parents of the Scouts riding together.

12.3 Troop and Patrol Activities

12.3.1 An Assistant Scoutmaster (called the Scoutmaster in Charge or SMIC) is assigned the responsibility for managing each outdoor activity. An Assistant SMIC is also designated for each outdoor activity. A senior Scout will be assigned to work with the SMIC and ASMIC to

plan and organize the outdoor activity. The Pirates Patrol Leader is responsible for assigning the senior Scouts. All Troop outings are approved by the Troop Committee as part of the Troop's annual plan and are reviewed monthly as part of the PLC, ASM, and Committee meetings. The PLC will be informed of patrol activities at the PLC meeting.

12.3.2 In order to participate in these programs, Scouts must be registered with the Troop. The Scout must also complete and turn in a permission slip for each event signed by his parent or guardian. A model permission slip, approved by the Troop Committee, is provided in the Troop website library.

12.3.3 Outdoor activities may require food supplied individually or by patrol. For patrol activities, the Patrol Leader will identify the individual in the patrol who will develop the menu and the individuals in the patrol who will purchase the food for the patrol. Once a Scout has told his Patrol Leader that he is going on an outdoor activity and the food is purchased, the Scout is responsible for his share of the food costs, whether he attends the activity or not. Foods high in sugar are always discouraged, and sodas are not permitted. Menus should be balanced. Final menus will be approved by the SPL.

12.3.4 The equipment each Scout must have in order to participate safely in an outdoor activity depends on the type of activity and the time of year. The Troop provides patrol gear and the Scout must provide personal gear. Appropriate winter gear includes hat, gloves, boots and coat. Rain gear should be able to fit over the coat.

12.3.5 If a Scout is to take medication, that medication is to be given to the SMIC or ASMIC for the activity along with the dispensing instructions (i.e. dosage and frequency) that describe its use. Scouts are not permitted to carry or dispense their own medications with the exception of inhalers and epi-pens. Any exceptions will be worked out between the parent and the SMIC.

12.3.6 All Troop activities over 50 miles away from Community Covenant Church, or overnight, must have an approved local tour permit approved by the NCAC prior to the activity start date. A copy is provided in the Troop Library.

12.3.6.1 The SMIC is responsible for obtaining this permit for Troop activities. The Patrol Advisors will be responsible for obtaining it for patrol activities.

12.3.7 On overnight weekend activities, Scouts will tent with their buddy – at least two Scouts to a tent. Green Bar (SPL and ASPL's) and Pirate Patrol members may tent individually. On troop-wide campouts, only members of the Pirate Patrol can use hammocks.

12.4 Venture Program

12.4.1 The Troop conducts a Venture activity program, complementing the primary Troop program. The Venture program is open to Scouts 13 years of age or older (as of January 1 of each year or the first day of the activity depending on the function sponsor).

12.4.2 The Venture activity program will be planned by eligible Scouts, no later than August and in-time to be included in the Troop Calendar presented to the Troop Committee for their approval. The planning meeting will be conducted a manner similar to the Troop Annual Planning meeting.

12.4.3 The Venture activity program will have one weekend activity each quarter (normally the second weekend of a month) and a high adventure long-term camp program.

12.5 Summer and High Adventure Camps

12.5.1 The Troop will participate in one summer camp program and at least one high adventure program each year. An Assistant Scoutmaster will coordinate all required preparation activities and guide the Troop or crews during the course of their activity.

12.5.2 The Troop will normally attend a different summer camp each year. Possible camps include the National Capital Area Council summer camp at Goshen Scout Reservation and Scout camps in nearby states.

12.5.3 For High Adventure Camps, participating Scouts can tent individually (if permitted by the activity) and can use hammocks. They may also have a distinct uniform such as an activity based polo shirt and casual pants.

12.6 Other Activities

12.6.1 A Scout can serve as a counselor at the District Cub Scout Day Camp. This is usually one week each summer.

12.6.2 A Scout can serve as a counselor at the Council's Goshen Scout Reservation. This is usually for most of the summer, with interviews occurring in late December or early January. Some positions are paid.

13.0 STANDARDS OF CONDUCT

13.1 All Scouts, Scouters, Merit Badge Counselors, parents and friends are expected to live by the Scout Oath and Law. This must be followed both in daily conduct, and in the resolution of any disagreements.

13.2 Scouts whose behavior is inappropriate will be dealt with in the first instance by the Patrol Leader. If the issue is not resolved, then the patrol leader will work with the SPL, and then the Patrol Advisor. If the issue continues, the Scoutmaster (Assistant Scoutmasters acting as Scoutmaster when appropriate) should resolve the issue.

13.2.1 Resolution may include:

- Counseling
- Removal from activities
- Excluding participation in upcoming activities
- Extra projects
- Speaking to the Patrol or Troop

- Sending a Scout home from a given activity. The Scoutmaster's (Assistant Scoutmasters acting as Scoutmaster) decision in this regard is final.

13.2.3 Parent involvement

13.2.3.1 The Patrol Advisor should tell parents of inappropriate behavior. The focus should be on trends -- not every "little" incident.

13.2.3.2 Before any action beyond counseling is taken (removal from activities, exclusion from participation, extra projects, or speaking to the Troop) the Patrol Advisor will speak to the parent and resolve any issues. If the parent does not concur, the parent and Patrol Advisor will meet with the Scoutmaster. If resolution is not achieved, the parent, Patrol Advisor and Scoutmaster will meet with the Troop Committee. The Committee Chairman, with the concurrence of the Committee, can designate a special sub-committee to review the situation and provide a recommendation to the Troop Committee. The Committee will then work to resolve the issue.

13.2.4 The Troop Committee will approve, in advance, any decisions to exclude a Scout or Scouter from participation in a particular event. Only the Troop Committee, with the appropriate advice from the Chartered organization, the District, and/or the Council can ask a Scout not to return to the Troop.

13.2.5 The Troop Committee will be apprised of any inappropriate behavior by Scouters and shall decide any appropriate action.

13.3 Activities and Items Not Allowed

13.3.1 The Troop does not permit Scouts to use sheath knives or folding knives with blades over 3 1/2 inches long. Scouts must earn the Tot'n Chip to use and carry a knife. Scouts must exercise extreme care in properly storing their folding knife at home. For example, Scouts should use care when using their day pack for both school and Scout activities. Scouts may only bring two knives, including a "leatherman" type tool, to weekend and camp activities.

13.3.2 Use of entertainment devices such as boom boxes, Walkman radios and electronic games are only allowed in vehicles when traveling to and from a Troop activity. They may not be brought into camp even if they are not used there.

13.3.3 Scouts will not have firearms or any items which are otherwise illegal such as fireworks and drug paraphernalia. Inappropriate reading material is also not allowed.

13.3.4 Under no circumstances is anything which contains a flame allowed in tents.

13.3.5 Lighters are prohibited and matches will not be carried by individual Scouts. Matches used for lighting stoves and lanterns are stored in the Patrol chuckbox.

13.3.6 Scouts are forbidden from departing the activity area without the express permission of one of the adult leaders. Sign-out sheets will be maintained by the SMIC to account for those Scouts leaving and returning from other activities (sports games and school events for example).

14.0 DISPUTE RESOLUTION

14.1 In every organization, there are disputes; they are inevitable and should be dealt with as quickly as possible.

14.1.1 The first alternative is to talk over the dispute over with the individual(s) involved. Scouts should try to resolve their own problems rather than the parents -- its part of the training program. If a Scout cannot resolve the problem himself, he should then go to his Patrol Leader, the Senior Patrol Leader, and then the Scoutmaster if the situation is not resolved.

14.1.2 Parents should discuss their concerns with the patrol advisors and if not resolved, should discuss them with the Scoutmaster. Scouters should talk first to the individuals involved, then the Scoutmaster. If the dispute is not resolved, then the parent should present the issue to the Troop Committee for resolution.

15.0 TROOP CEREMONIES

15.1 Court of Honor

15.1.1 The Court of Honor is a formal ceremony that recognizes the achievements of the boys as they progress in rank, earn merit badges, and earn other achievements. (In the case of rank advancements, the Scout will also be recognized in front of the troop at end of the troop meeting where his board of review was held).

15.1.2 Troop 1853 conducts a Court of Honor three times a year, in January, May and September.

15.1.3 It is a Troop tradition that Scouts earning a rank present their mother with a pin for that rank. The pins are worn on a small red ribbon presented at the Scout's first rank advancement.

15.1.4 A general outline for the ceremony and a model master of ceremonies script is available in the Library section of the Troop Website.

15.2 Eagle Court of Honor

15.2.1 This is a formal ceremony conducted specifically to recognize the ultimate goal of every Scout. These ceremonies are specially tailored Courts of Honor conducted upon completion of all requirements for Eagle Scout by one or more boys in the troop.

15.2.2 These are not normally scheduled in the annual planning conference, but once the Eagle candidate is nearing completion of his trail to Eagle. The Awardees play a key role in helping plan for this ceremony, with the help of the Troop Eagle Coordinator.

16.0 ORDER OF THE ARROW

16.1 The Boy Scouts of America has an organization of honor campers, the Order of the Arrow.

16.2 Scout membership is limited to registered Scouts who have achieved the rank of First Class and have camped overnight for a total of 15 nights in the course of the two years prior to the

election (including one long-term camp, with the remainder overnight, weekend or other short term camps), and are approved by the Scoutmaster.

16.3 If the Scouts elect members to the Order of the Arrow, the Assistant Scoutmasters may elect one adult for each increment of 50 Scouts registered in the troop. Membership for adults is not limited by gender. Adult members must be registered in the Troop and have a total of 15 nights camping (exclusive of cabin camping) in the course of the two years prior to the election (including one long-term camp, with the remainder overnight, weekend or other short term camps).

16.4 Elections are held annually in the February time-frame based on the candidate list approved by the Scoutmaster. Scouts may vote for as many Scouts as they want to recognize as honor campers from the Scoutmaster approved candidate list. Honor campers are Scouts who:

- Exemplify the Scout Oath and Law in their daily lives
- Maintain camping traditions and spirit

A Scout must receive at least 50% of the votes cast to be elected.

16.5 The Troop will notify the elected OA members during a Spring Campout, usually in April.

17.0 SAFETY AND INSURANCE

17.1 The Troop complies with all BSA policies.

17.2 The NCAC obtains insurance for Troop Scouts and Scouters as part of the annual dues. This insurance provides for two forms of coverage. First, the Council policy provides liability insurance should a Scouter or Scout be sued for perceived negligence related to damages or injuries that occurred during a Scouting event. And second, the Council policy provides for sickness and accident insurance should a Scout or Scouter becomes injured or ill during a Scouting event. The sickness and accident policy covers the first \$300, at which point the family's health insurance policy assumes any cost. If the Scout or Scouter does not have health insurance, the Council policy covers all claims. Claim forms and instructions are available on the NCAC website

17.3 Insurance for damage to vehicles, including the Troop trailer (trailer and the contents of the trailer), and injuries to riders, are covered by the driver's personal automobile policy.

17.4 Should an accident occur or if there is an indication of a fire in the Church:

- For accidents, Scouts and Scouters will move away from the area. For fires, everyone shall immediately leave the church and go to the corner of the Church grounds nearest the adjacent Swimming Pool and along Sydentricker Road. Patrol leaders shall then account for all Scouts in attendance and report anyone missing to the Senior Patrol Leader.
- The person calling the alarm, or someone who sees what is happening, will call 911 and provide the necessary information

- The Scoutmaster is responsible for providing any necessary information to the Emergency Services First Responders when they arrive at the Church.

17.5 Should an accident occur during a troop activity away from the church, the SMIC will:

- Take the necessary immediate response actions to stabilize the situation
- Call 911 for Emergency Response Services if appropriate.
- Call the Troop Committee Chair and Scoutmaster with the details of the incident. They will then take any appropriate BSA, Council or District prescribed action.
- Call the parents or relative of the Scout or Scouter involved with details of the incident and to coordinate any needed activities (medical care or coming to get the Scout or Scouter at the activity site).

17.6 The Troop equipment and trailer sheds shall be cleaned every six months.

17.6.1 The Troop will inventory and replace/repair broken equipment semi-annually.

17.7 Troop Trailer Maintenance

- The wheel bearings on the troop trailer shall be re-packed once a year.
- Tire pressure for the troop trailer shall be checked before use.
- The Troop trailer has a hydraulic jack and a cross-wrench which will be loaded so as to be accessible to and from troop activities.

Appendix A: Handbook References

Troop Handbook References in the Troop Library

Ceremony Outlines	Referenced on Page 33
Checklist for Scoutmasters-in-Charge	Referenced on Page 7
Eagle Required Merit Badge Schedule	Referenced on Page 6, 9 & 15
Escrow Check	Referenced on Page 18
Local Tour Permit	Referenced on Page 30
Master of Ceremony Scripts	Referenced on Page 33
Model Permission Slip	Referenced on Page 30
Patrol Gear Equipment & Supplies	Referenced on Page 19
PLC Leadership Positions	Referenced on Page 11
Scouter Awards	Referenced on Page 27
SMIC Funding Report	Referenced on Page 19
Troop 1853 Camping Rules	Referenced on Page 19
Troop Calendar	Referenced on Page s 7 & 14
Troop Committee Duties	Referenced on Page 8
Troop Merit Badge Counselors	Referenced on Page 6 & 10
Website Guidelines	Referenced on Page 6

Appendix B: Websites of Interest

BSA	http://www.Scouting.org/index.html
National Capital Area Council	http://www.boyScouts-ncac.org/
Old Dominion District	http://www.boyScouts-ncac.org/olddominion/
Troop 1853	http://www.troop1853.org
National Order of the Arrow	http://www.oa-bsa.org
NCAC Order of the Arrow	http://www.boyScouts-ncac.org/pages/1083_amangamek_wipit_lodge_470.cfm
Eagle Scout Leadership Project	http://www.scouting.org/boyscouts/eagleproject/index.html
National Eagle Scout Association	http://www.scouting.org/nesa/history.html
BSA High Adventure Bases	http://www.scouting.org/activities/highadventure/index.html
National Quality Unit Criteria	http://www.scouting.org/forms/14-221.pdf
National Honor Patrol	http://www.meritbadge.com/awd/honorpatrol.htm
BSA Training Publications	http://www.bsatrainer.org/Training/Resources/Boy%20Scouting%20Publications.htm
Scouting Forms	http://www.Scouting.org/forms/
Passport to High Adventure Training On-Line	http://www.scouting.org/boyscouts/resources/18-075/index.html
BSA On-Line Fast Start Training	http://www.scouting.org/boyscouts/faststart/
BSA On-Line Youth Protection Training	http://www.scouting.org/nav/enter.jsp?s=xx&c=ds&terms=youth+protection+training
BSA On-Line Catalog	http://www.scoutstuff.org/

Appendix C: Selected BSA Publications

Boy Scout Handbook	# 33105
The Scoutmaster Handbook	# 33009
Troop Program Features	Vol I # 33110 Vol II # 33111 Vol III # 33112
Troop Program Resources	# 33588
Guide to Safe Scouting	http://www.Scouting.org/pubs/gss/index.html
Leave No Trace	# 21-105
Eagle Scout Leadership Service Project Workbook	http://www.scouting.org/boyscouts/eagleproject/dload.html
Passport to High Adventure	# 4310
The OA Handbook	# 34996A
The Boy Scout Advancement Booklet	# 33215B
Advancement Committee Policies and Procedures Manual	# 33088
Scoutmaster Fundamentals	# 34549
Troop Committee Guidebook	# 34505B
Field Book	# 33200
Junior Leader Handbook	# 33500A
Insignia Guide	# 33066A
Troop/Team Record Book	# 34508
Patrol Leader Handbook	# WW 32502
SPL Handbook	# WW 32501
Patrol Leader Record Book	# WW 34516B

Numbered Items may be purchased at the NCAC Store in Bethesda or on-line at <http://www.scoutstuff.org/>

Appendix D: Summary of Changes

March 2005: -- Included several agreed upon changes not incorporated into the December 2004 version.

April 2006:

1. Para 8.2.3 -- Modified from a 'default action' (Troop meeting canceled) to an evaluation, decision & notification action.
2. Para 10.2.1 – Topaz bead added.
3. Para 16.3 – Clarified that 'cabin camping' does not count for OA eligibility.