**SCOUT / PARENT HANDBOOK 2015**



Boy Scouts of America Troop 30

Chartered by the Elks Lodge #1844   
Canandaigua, NY

**The Troop 30 Handbook**

# Recommended reading for all Scouts and parents!

***Introduction***

Welcome to Troop 30! As a new member of Troop 30, you are joining a group of boys who share your interests in the outdoors, adventure, and learning. As a Scout, you will get the opportunity to learn, see, and do things that other boys may not. You will get the opportunity to acquire new skills, and you will be recognized and rewarded for what you have accomplished. You will have the opportunity to learn leadership, organizational, and other skills that will help you later in life.

This *"Troop 30 Handbook"* is intended to act as an introduction to Scouting in Troop 30 and to give Scouts and Parents a better understanding about how Troop 30 works. Please take the time to read over this handbook, and contact the Scoutmaster or one of the Assistant Scoutmasters if you have any questions. Contact information for Troop Leadership and Committee members can be found on the Troop roster form.

***Mission and Purpose***

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law. The purpose of the Boy Scouts of America is to provide an educational program for boys and young adults to build character, to train in the responsibilities of participating citizenship, and to develop personal fitness. Scouting promises you the great outdoors, friendship, opportunities to work toward the Eagle Scout rank, the tools to help you make the most of your family, your community, and your nation, and experiences and duties that will help you mature into strong, wise adults. The mission of Boy Scout Troop 30 is to deliver this promise of adventure, learning, challenge, and responsibility.

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## ADULT PARTICIPATION IN TROOP 30

The adults who give their time, talent, and support to make Troop 30 a success are volunteers. Both mothers and fathers can assist Troop 30 by providing transportation to and from outings, help with food shopping, giving skill demonstrations at troop meetings, serving as a troop committee member, becoming a merit badge counselor, becoming an Assistant Scoutmaster, or serving in other leadership positions.

If you are a parent or guardian of a boy in Troop 30, please take the time to attend a couple of troop meetings or Committee meetings. Talk to the Scoutmaster or one of the Assistant Scoutmasters as you may have skills, resources, or contacts that the Troop needs.

## TROOP 30 ORGANIZATION

Troop 30 is in the Seneca District of the Seneca Waterways Council of the Boy Scouts of America. A District is the geographic area in which a troop is located. The Seneca Waterways Council is composed of eight Districts. A Council has a professional staff, District Executive, and volunteers who help make the individual units successful. Every Boy Scout Troop has a Chartering Organization, which assists the troop by providing a meeting place, guidance and leadership. Troop 30 is proudly chartered by Elks Club #1844.

The troop committee is a group of adults, generally parents/guardians of the Scouts, who provide support and guidance to the troop. Troop committee positions include:

* **Troop Committee Chair –** Head of the troop committee.
* **Secretary** - Takes/maintains committee meeting notes and creates quarterly newsletter.
* **Treasurer –** Takes care of all incoming/outgoing money for the troop, maintains financial records and provides monthly financial status to the troop committee.
* **Advancement Coordinator –** Administers the troop advancement program, maintains records and prepares advancement reports for the council.
* **Chaplain** – Helps scouts and families who are in need
* **Equipment Coordinator** – Makes sure troop equipment is in working order
* **Membership Coordinator** – Works with cub pack in recruiting more boys
* **Outdoors / Activities Coordinator** – Shares ideas and places for camping
* **Training Coordinator** – verifies every committee member is trained and is up to date.
* **Webmaster** – Updates and maintains troop website
* **Charter Organization Representative** - Liaison between the troop and Chartering Organization.
* **Scoutmaster** - Oversees the operations of the troop and shares ideas/concerns with the troop committee.
* **Assistant Scoutmasters** - Advisors to assigned Patrols and works with Scoutmaster.

A common misconception about Boy Scouts is that the Scoutmaster and his or her assistants are responsible for the operation of the Troop. While the Scoutmaster and assistants do have many responsibilities, the operation of the Troop breaks down into two areas:

1.) Positions and responsibilities that reside at the **Committee** level

2.) Position and responsibility that reside at the **Troop** level

## COMMITTEE ORGANIZATION AND RESPONSIBILITIES

The Troop Committee is the Troop's Board of Directors and supports the Troop program. But you ask, "*What does the Troop Committee do?*" The Troop Committee does the following:

* Ensures that quality adult leadership is recruited and trained. In case the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
* Provides adequate meeting facilities.
* Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
* Supports leaders in carrying out the program.
* Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
* Obtains, maintains, and properly cares for Troop property.
* Ensures the Troop has an outdoor program (minimum 10 days and nights per year).
* Serves on Boards of Review and may assist at Courts of Honor.
* Supports the Scoutmaster in working with individual boys and problems that may affect the overall Troop program.
* Provides for the special needs and assistance some boys may require. Helps with the Friends of Scouting campaign.
* Assists the Scoutmaster with handling boy behavioral problems.

The Committee meets every 2nd Monday of the month as per our Troop calendar. The meetings are held at the Elks Lodge and begin at 6:30 p.m. The meetings are open and attendance is encouraged by all parents and/ or interested adults.

As the Troop Committee works on behalf of the chartered organization (Elks Lodge #1844), our Troop must be operated within the organization's policies.

The chartered organization must also approve all adult leaders. The chartered organization representative is your liaison to the Troop's operating organization. As a member of the chartered organization, that person will guide you on the organization's policy. The representative will also know the most effective ways to get the organization's assistance and maintain a mutually satisfactory working relationship with the chartered organization. In the chartered organization relationship, the Boy Scouts of America provides the program and support services, and the chartered organization provides the adult leadership and uses the program to accomplish its goals for youth.

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

## TROOP 30 COMMITTEE POSITIONS AND MEMBERS

|  |  |  |
| --- | --- | --- |
| 1. | Committee Chairperson (CC) | Kathy Mapstone |
| 2. | Secretary | **VACANT** |
| 3. | Treasurer | Vinnie Palmisano |
| 4. | Advancement Coordinator | Paula Uttaro |
| 5. | Chaplain | **VACANT** |
| 6. | Equipment Coordinator | **VACANT** |
| 7. | Membership Coordinator | **VACANT** |
| 8. | Outdoors / Activities Coordinator | **VACANT** |
| 9. | Training | **VACANT** |
| 10. | Charter Organization Representative (COR) |  |
| 11. | Webmaster | **VACANT** |
| 12. | Scoutmaster (SM) | Dan Pierce |

|  |  |  |
| --- | --- | --- |
| **Committee Chair** | **Secretary** | **Treasurer** |
| * Organize committee * See all functions are delegated, coordinated, and completed * Maintain close relationship with COR and SM * Interpret national and local policies to the troop * Prepare troop committee meeting agendas * Preside over monthly troop committee meetings and any special meetings * Ensure troop representation at monthly roundtables * Secure individuals for camp leadership * Arrange for charter review and recharter annually * Train in position | * Keep minutes of meetings * Send out committee meeting notices * Handle publicity * Prepare quarterly newsletter * Maintain database including phone directories for adult leaders, parents and scouts * Conduct troop resource survey * Plan family night programs and family activities * At each committee meeting, report minutes of the previous meeting * Train in position | * Handle all troop funds * Pay bills on recommendation of the SM and authorization of the troop committee * Maintain troop accounts * Train and supervise the troop scribe in record keeping * Keep records in the   *Troop/Team Record Book*   * Supervise money-earning projects, including obtaining proper authorizations * Supervise camp savings plan * Lead in the preparation of the annual troop budget * Lead the FOS campaign * Report to the troop committee at each meeting * Train in position |

|  |  |  |
| --- | --- | --- |
| **Advancement Coordinator** | **Chaplain** | **Equipment Coordinator** |
| * Encourage Scouts to advance in rank * Work with the troop scribe to verify advancement records * Arrange quarterly troop boards of review (BOR) and courts of honor (COH) * Make a prompt report to the Council service center * Secure badges and certificates scouts have earned * Report to the troop committee at each meeting * Train in position | * Provide a spiritual tone for troop meetings and activities * Give guidance to the troop chaplain aide * Promote regular participation of scouts in the religious organization of his choice * Visit homes of Scouts in time of sickness or need * Encourage scouts to earn their appropriate religious emblems * Report to the troop committee at each meeting * Train in position | * Supervise and help the troop procure camping equipment * Work with the troop quartermaster on inventory and proper storage and maintenance of all troop equipment * Make periodic safety checks on all troop camping gear, and encourage troops in the safe use of all outdoor equipment * Report to the troop committee at each meeting * Train in position |

|  |  |  |
| --- | --- | --- |
| **Membership Coordinator** | **Outdoor/Activities Coordinator** | **Training Coordinator** |
| * Develop a plan for year-round membership flow into the troop * Work closely with the CM (Cub Master) and Webelos den leader of neighboring Cub Scout packs to provide a smooth transition from pack to troop * Assist in developing and recruiting den chiefs * Assist in the crossover ceremony from Webelos Scouts to Boy Scouts * Plan and coordinate a troop open house to invite non- Scouts into the troop * Keep track of Scouts who drop out of the troop and develop a plan to encourage them to rejoin * Report to the troop committee at each meeting * Train in position | * Help in securing permission to use camping sites * Serve as transportation coordinator * Ensure a monthly outdoor program * Promote the National Camping Award * Promote the goal of an outing per month, through family meetings, attendance at troop campouts, camporees and summer camp * Secure tour permits for all troop activities * Share outdoor/activities with SM and committee * Report to the troop committee at each meeting * Train in position | * Ensure all adults have opportunities for training * Maintain an inventory of up-to- date training materials/website. * Work with the district training team in scheduling Fast Start training for all new leaders * Ensure BSA Youth Protection training within the troop * Encourage periodic youth leader training * Assist in orientation of new parents * Be watchful that the troop is taking all steps to ensure the boys’ safety * Report to the troop committee at each meeting * Train in position |

|  |  |  |
| --- | --- | --- |
| **Charter Organization Rep** | **Webmaster** | **Scoutmaster** |
| * Be a member of the chartered organization * Serve as head of “scouting department” in the organization * Maintain a close liaison with the troop committee chair * Assist with unit rechartering * Encourage service to the organization * May be an active and involved member of the committee * May attend troop committee meetings | * Create a Web page of troop events and activities * Maintain Troop website * Works closely with Secretary to deliver information to families * Report to the troop committee at each meeting * Train in position | * Be responsible for overseeing the operations of the Troop. * 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 * Report to the troop committee at each meeting * Train in position |

Contact information on Committee Members may be found on the Troop roster.

**ASSISTANT SCOUTMASTERS (ASM)**

**Names: Dave Aman**

**Bill Gassman**

**Matt Palmer**

***Duties:***

* Be assigned specific program responsibilities, such as new Scouts or older boys.
* May be occasionally be called upon to assume the role of Scoutmaster should the Scoutmaster be unable to serve either temporarily or permanently.
* Train and guide boy leaders to run their Troop.
* Help boys grow by encouraging them to learn for themselves
* Recruit new boys and work with Webelos cub scouts to motivate them to join
* Contact information on Committee Members may be found on the Troop roster

**OTHER POSITIONS**

All adults are encouraged to participate in some volunteer function within the Troop.

Other activities that can be performed include:

* Merit Badge Counselors
* Providing transportation to and from outings and activities
* Participating in campouts and other activities
* Giving skill demonstrations at Troop meetings
* Taking the boys on hikes or trips (day trips or overnights)
* Help them earn other awards (STEM, William T. Hornady, etc.)

## 

## JOINING TROOP 30

To join BSA Troop 30, you must do the following:

* Meet the age requirements - complete the fifth grade or be 11 years old, or earn the Cub Scout Arrow of Light Award.
* Complete a Boy Scout Application Form and health history, signed by a parent or guardian
* Repeat the Pledge of Allegiance
* Demonstrate the Scout Sign, Salute, and Handshake
* Demonstrate tying the square knot (also known as the joining knot)
* Understand, and agree to live by the Scout Oath, Law, Motto, Slogan, and Outdoor Code
* Describe the Scout Badge
* Complete the *"How to Protect Your Children From Child Abuse: A Parent's Guide"* pamphlet from the front of the *"Boy Scout Handbook"*
* Participate in a Scoutmaster Conference

## SCOUT HANDBOOK

Each scout is expected to obtain and keep a current copy of “*The Boy Scout Handbook*”. This book should be brought to all troop activities and campouts. A protective cover is recommended. Troop 30 gives new scouts a copy of this book when you first join. It is up to the scout to bring it to meetings and keep track of it. This is your own personal record of advancement.

## TROOP STRUCTURE

Troop 30 is divided into several small groups called patrols.

A patrol is a group of 6 – 10 boys who camp together and participate in troop activities together. In our troop, we like to keep boys of similar age and experience together in a patrol. If the number of boys in a patrol changes due to growth or attrition, the Scoutmaster may form a new patrol or combine existing patrols as needed.

Each patrol has a Patrol Leader and an Assistant Patrol Leader. These are positions of responsibility that are decided by elections once every year/six months by the members of each patrol. Other elected positions within each patrol are Scribe (record keeper/publisher), and Quartermaster (equipment control).

The positions of the Senior Patrol Leader, and Assistant Senior Patrol Leader are positions of responsibility open to older scouts. These positions are appointed via semi-yearly troop-wide elections.

Ideally, a Boy Scout Troop is a "Boy Run Troop"; the Scouts do all of the event planning and take care of all Troop operations via the Patrol Leader's Council (PLC).

The adult leaders of Troop 30 are advisors to the Patrol Leader's Council. The senior adult leader is the Scoutmaster and the others are Assistant Scoutmasters or Troop Committee Members.

The Patrol Leaders Council generally meets on a monthly basis and should be attended by the Patrol Leaders, Assistant Senior Patrol Leader, Senior Patrol Leader, Assistant Scoutmasters, and the Scoutmaster.

## TROOP MEETINGS

Troop 30 meets every Monday evening at the Elks Lodge on Niagara Street. As a general rule, there are no Troop meetings on Monday nights when there is no public school. The regular Troop Meeting is 7:00 pm – 8:30 pm. All Scouts are expected and encouraged to attend every Troop meeting. Many of our Scouts are involved in school activities and sports, which may make attendance a problem. This is understood by the Troop. Please contact the Patrol Leader, Senior Patrol Leader or the Scoutmaster if you have a schedule conflict that will cause you to miss several meetings in a row.

Scoutmaster Conferences and Boards of Review will be held throughout the year, typically on a quarterly basis. These conferences and reviews are a part of the rank advancement process. If a scout needs one sooner than scheduled, the Committee Chair should be contacted.

Rank advancement to the higher ranks require a Scout to be active in his Troop and Patrol for a specified period of time: four months for Star, six months for Life, and six months for Eagle. An active scout is one who attends a majority of troop meetings, campouts, community service projects, etc. Attendance is taken at all meetings and outings as attendance is used in determining certain Leadership positions within the troop.

The Troop Committee meets monthly at the Elks Lodge. The Troop Committee consists of the adult leadership of the troop. Any parent is not only welcome to come, but encouraged. The more broad participation of parents we have in the Troop, the better the Troop will run.

A District Round Table Meeting is generally held on the first Wednesday of each month. An adult member of the Troop Committee attends this meeting to learn of activities in our district and council.

## TROOP UNIFORM

The Boy Scouts of America is a uniformed organization. Wearing the Boy Scout uniform shows a sense of belonging and pride in the Scouting movement. All members of Troop 30 are required to wear the approved uniform and insignia to all troop meetings and activities, unless otherwise noted in advance. Adult leaders should set an example and wear the proper uniform.

Troop 30 will supply any merit badges, patrol insignia, and patches earned by a troop member. Any duplicate badges/patches (lost or duplicates for additional uniforms) will be paid for by the Scout.

**Field or Class A uniform:**

* Tan Scout shirt with appropriate insignia and patches
  + Seneca Waterways Council strip
  + Patrol emblem (provided by the troop)
  + Troop Number (30)
  + Green shoulder loops are provided by troop when Scout earns First Class Rank
  + Neckerchief (provided by the troop)
* Hiking boots and socks are required

**Activity or Class B uniform:**

* Troop 30 t-shirt (obtained from the Troop)
* Hiking boots or sneakers. Socks are required

Uniforms and insignia are worn a certain way. The Troop Leaders and staff at the Scout shops will be able to answer any questions you might have on where to put what badge. Inside the cover of the Handbook, there are guides for badge placement also.

You can purchase uniforms at:

<https://www.scoutstuff.org/> Genundewah Uniforms Strong Scout Shop at Council

142 Mill St., Canandaigua 2320 Brighton-Henrietta TL RD

## CAMPOUTS/ACTIVITIES

Troop 30 generally does one Troop campout per month. Dates and places for each campout are announced in advance. A permission slip will be handed out to all scouts in advance of each campout or activity. This permission slip must be completed and signed by a parent or guardian. The permission slip must be turned in (along with any fees) before the campout.

Equipment lists with necessary gear specific to the planned activity and weather conditions will be provided. This is also listed on the Troop website at: [http://30.scoutlander.com](http://30.scoutlander.com/)

"Two Deep Leadership" will be maintained for all Troop activities and campouts. This means that at a minimum, at least one Adult Leader and one parent are present at all times. Leadership will be reimbursed for mileage on long-term camping trips accordingly.

## EQUIPMENT

The Troop will provide as best it can, items necessary for group activities, such as gear transportation (troop trailers), and items needed for overall Troop support, such as saws, axes, water buckets, dining fly, shovels, Dutch ovens, firewood, ropes, etc.

Personal gear is provided and maintained by each Scout. Don't go overboard as a New Scout by purchasing lots of top-of-the-line equipment that you will rarely, if ever, use. Before making any expensive purchases, talk to some of the older Scouts and Adult Leaders - they will have valuable advice about what to buy and what to avoid. They may also have advice on where to buy items in the area for the least cost. As a Scout becomes more experienced and does more camping/hiking, he may need more advanced gear, maybe a better backpack, hiking boots, a tent, better foul-weather gear, etc.

The troop equipment is kept under lock and key at: 2816 Smith Road in Canandaigua. Prior arrangements need to be made when picking up equipment.

The Troop owns a 20’ x 15’ carport/canopy for rental to scouting and non-scouting families. A deposit of $50 plus the rental fee is required.

### CAMPING CHECKLIST

**Remember - *"A Scout is Prepared".***

All personal gear should be clearly labeled with the Scout's name!

* Duffel/gear bag
* Sleeping bag (rated 0° F is recommended).
* Camp pillow
* Air mattress or ground pad or cot
* Flashlight (with extra batteries/bulb)
* Pocket Knife - "Totin Chit" required
* Waterproof matches/fire starters - "Fireman Chit" required
* Personal First Aid Kit - See the Boy Scout Handbook
* Water bottle/canteen
* Sunscreen
* Compass
* Boy Scout Handbook
* Class "A" Uniform (Always worn when traveling)
* Class "B" Uniform (for activities)
* Hat or cap
* Rain gear or poncho
* Windbreaker or light jacket (adjust for season)
* Extra pair of shoes
* Extra change of clothes
* Insect repellent (pump spray – no aerosol spray!)
* Underwear
* Extra Socks
* Sweatshirt/jacket
* Gloves (seasonal appropriate)
* Mess kit and utensils
* Cleanup kit (toothbrush, toothpaste, soap, towel, comb)
* Camp chair (optional)
* Camera (optional)

**DO NOT bring:**

* Sheath Knives
* Video Games **\***
* Radio/Tape/CD/MP3 players/iPod/iPad/DS devices/Tablets **\***
* Butane lighters
* Fireworks
* Valuables
* Any electronics
* **–** Exceptions may be made for use of these items while in the vehicle for long trips; these exceptions will be outlined by the Scoutmaster before the trip. Responsibility for the loss of these items will be the Scout's.

The Scoutmaster or Assistant Scoutmasters reserves the right to confiscate any item that is deemed inappropriate or disruptive to the scout program. The item in question will be returned to the Scout's parents.

## BEHAVIOR

All boys are expected to behave in a manner consistent with the Scout Law, Scout Motto, Scout Slogan, and Outdoor Code. See *"The Boy Scout Handbook"* for details.

## TROOP CALENDAR

Troop 30 publishes a calendar well in advance of all camping or outdoor outings. Copies of the most recently updated calendars can be found on the Troop website, [http://30.scoutlander.com](http://30.scoutlander.com/) or by requesting one from an Assistant Scoutmaster, Scoutmaster, or Committee member.

The calendar is developed at the PLC meetings and every effort is made to plan well into the year so that reservations can be finalized and plans made for leaders and families a like.

## 

## RANK ADVANCEMENT

### ADVANCEMENT RANKS

Unlike Cub Scouting, which many of you are familiar with; Boy Scouting is a youth-led organization. The boys learn how to organize and lead the Troop. After training, and with supervision from the adult leaders, the boys run the Troop.

The boys in the Troop will be working through the following ranks:



As they travel on their trail to Eagle, they will not only learn how to lead a team to a goal, but they will actually lead teams of scouts in a number of situations.

There are many definitions of advancement, but the Scouting definition might well be, simply, "the area of meeting a challenge". For that is exactly what the Boy Scout advancement program asks the boys to do. The Boy Scout advancement program provides a leader of skills that a Scout climbs at his own pace. As he acquires these skills he moves up through a series of ranks, for which he is awarded badges. The higher he climbs the more challenging his tasks and the more rewarding.

Achievement includes:

* + Learning skills that qualify for Scouting's more rugged and exciting outdoor challenges.
  + Developing body and mind, growing self-confidence, and helping younger Scouts climb the advancement ladder.
  + Discovering how it feels to go further-in so many ways-than he ever thought he could.

We don't look at advancement as a goal, but as a natural outcome of a planned, quality Troop program.

There are four steps of advancement:

1. The Boy Scout Learns
2. The Boy Scout is Tested
3. The Boy Scout is Reviewed
4. The Boy Scout is Recognized

### 

### ADVANCEMENT THROUGH FIRST CLASS

From the time the Scout enters the Troop through the time he earns advancement to First Class, he is learning basic scouting skills to enable him to camp, hike, swim, cook, tie knots, administer first aid, and perform other tasks in the outdoors and to work as a member of a team. With those first steps, the Scouts begins to build themselves physically, mentally, and morally. He will start to live with the Scout Oath and Law. Soon he will learn the symbolism inherent in the Scout badge; he will learn that there are three points of the fleur-de-lis (  ) that stand for the three parts of the Scout Oath; Duty to God and Country, Duty to Other People, and Duty to Yourself. The goal of this Troop is for the Scout to achieve the rank of First Class within his first year in the Troop. This is a sign that the Scout has mastered the fundamentals of Scouting and can begin to start the long process of learning to lead others, refining the learned skills and learning additional skills.

### ADVANCEMENT FROM FIRST CLASS TO EAGLE

From the achievement of First Class onward through Eagle, the Scout will be demonstrating leadership; performing service projects, earning merit badges and using the skills learned while achieving the rank of First Class. The next ranks he will earn are Star and Life. These ranks are harder to obtain than the earlier ranks, but are also more interesting for the older scouts. Upon completion of all the requirements for Star and Life the Scout will be eligible to work for Eagle. The original principles, the Scout Oath and Law now have fuller meaning for the Scout and their understanding of them is much greater. The final steps towards Eagle are filled with leadership experiences.

Details for advancement are contained in the Boy Scout Handbook, which every Scout will receive upon joining the Troop. Take a look at Chapter 1: Leadership. This short chapter has an advancement summary through First Class.

### MERIT BADGES

The goal of the merit badge program is to expand a Scout's areas of interest and to encourage the Scout to meet and work with adults in a chosen subject. Merit badges are earned by a Scout working with a registered merit badge counselor. The Scout is required to contact the counselor to arrange for times and places to meet with the counselor. When the Scout completes the work on the merit badge the counselor will inform the Scoutmaster that the Scout has completed the requirement for that badge. Merit Badges earned will be presented to the Scout during the Troop's quarterly Court of Honor.

Merit Badges fall into two categories: those that are required for the rank of Eagle Scout and those that are not. Scouts can earn merit badges at any time. Over 125 Merit Badges are available with topics ranging from American Business to Woodworking. Some merit badges are fairly easy to obtain, and some are extremely difficult. All Merit Badges are educational and will teach skills that can be used later in the Scout's life. The requirements for the Eagle- required merit badges are listed in the Boy Scout Handbook. Occasionally, a merit badge may be worked on as a Troop activity, but a majority of the responsibility of choosing and completing the requirements for a Merit Badge is up to the individual Scout. Some Merit Badges may be completed at Summer Camp or other District or Council events.

In order to earn a merit badge, the Scout will need to obtain a merit badge card (blue card) and get it signed by the Scoutmaster. He will then need to get a current copy of the merit badge requirements from the merit badge pamphlet or online resources. He must then contact and arrange meetings with a Merit Badge Counselor **before** starting to work on the requirements. The Merit Badge Counselor is a person with in-depth knowledge of the subject. The Counselor will help teach the subject and ensure that the Scout has completed the requirements for the badge. As each requirement is completed, the appropriate box in the merit badge card must be initialed. When all requirements are completed, the Merit Badge Counselor will sign the card.

After successfully completing all of the merit badge requirements, submit the completed initialed and signed merit badge card to the Advancement Coordinator. The Advancement Coordinator will register the completion with the Council and arrange for the badge to be presented to the Scout at the next Court of Honor.

As outlined by BSA regulations, any Scout meeting with a merit badge counselor must not do so alone - at least one other Scout, a parent, or another adult leader must be present at all times.

All parents of Troop 30 Scouts are encouraged to become Merit Badge Counselors. Please fill in a Troop Resource Survey and return to a Troop Leader.

### BOARD OF REVIEW (BOR)

When a Scout has completed all the requirements for a rank, he appears before a Board of Review composed of the members of the Troop Committee. The purpose of the review is not an examination. Rather it is to determine the Scout's attitude and acceptance of Scouting's ideals to ensure that the requirements have been met for advancement, to discuss the Scout's experiences in the Troop and the Troop's program, and to encourage him to keep working towards advancement. A Board of Review may also be held to counsel a boy about his lack of progress toward advancement. **All Scouts are required to be in proper uniform (Class A) for a Board of Review.** The uniform is the Scout shirt with all the proper patches and a merit badge sash if a Scout has earned merit badges.

### COURT OF HONOR (COH)

Troop 30 will conduct a Court of Honor on a quarterly basis. The Court of Honor recognizes all Scout appointments, elections, awards, and advancements since the last Court of Honor. Adult recognition may be presented during the Troop Court of Honor. It is the responsibility of the Troop's Advancement Coordinator and the Master of Ceremonies (MC's role is assigned to a Boy Scout doing this as part of the communications merit badge) to plan and conduct the Troop Court of Honor. The Troop Committee will support the Court of Honor as requested.

The Court of Honor is a public ceremony, and is a chance for the Scouts to be publicly recognized for their achievements. Parents and other interested individuals are encouraged to attend.

## FUNDRAISING

Troop 30 will sponsor several fund raising activities at various times throughout the year. Part of the money earned will go toward overall troop finances, and part of the money will be put into an “*account*” for each of the Scouts who participate in the fund-raiser. Contact the Treasurer if you need to know how much is in your account.

Several groups are responsible for supporting Boy Scouting: the boy and his parents, the troop, the chartered organization, and the community. Boys are encouraged to earn money whenever possible to pay their own expenses, usually through Council, District, and Troop sponsored fundraisers.

Troops obtain additional income by working on approved money-earning projects. The community, including parents, support Scouting through the United Way, Friends of Scouting campaigns, bequests, and special contributions to the BSA local council. This income provides leadership training, outdoor programs, council service centers and other facilities, and professional service for units.

**CURRENT TROOP FUNDRAISERS**

$ Popcorn – late August through October

$ Christmas Wreaths – November

$ Pancake Breakfast – March

$ Hot Dog Sale - May

Troop fundraisers will vary due to Troop needs.

## SERVICE PROJECTS

Troop 30 will participate in several community service projects each year. These projects may include charity clothing/food drives, Adopt-A-Highway cleanup, and other activities that benefit the community. Service Hours are required for some Rank Advancements.

## SUMMER CAMP

Each year (usually the second week of July) Troop 30 will attend summer camp. This camp is usually five nights in duration and will provide a large variety of outdoor activities such as camping, boating, shooting, swimming, crafts, and more. Depending on the activities that you choose to do, it is possible to earn several merit badges while at camp while having a lot of **FUN!!!**.

## HIGH ADVENTURE

At least once every year, Troop 30 plans a high adventure activity for the older Scouts. High Adventures activities are chosen and planned by the older scouts; usually First Class or greater with an age limit of 13 and older.

## ORDER OF THE ARROW

The Order of the Arrow (OA) is Scouting's national honor society. The OA recognizes youths (and adult leaders) who exemplify the Scout Oath and Scout Law in their daily lives. OA members must have the rank of First Class or higher, and must have taken part in a minimum of 15 days and nights camping in a two year period, including a 6-day and 5-night camping experience at a local or national BSA facility. Eligible Scouts are elected to the OA by a yearly troop election, subject to the approval of the Scoutmaster.

## PARENT DROP-OFF AND PICK-UP

**For ALL Scouting Events**

Scouts are expected to show up at scheduled departure times for events where transportation is provided. Departure will not be delayed awaiting arrival of late Scouts. Estimated times of return will be provided to parents for all away activities. Scout leaders are often tired after an activity and they should not be required to call and/or wait for adults to have Scouts picked up. Scouts who are not picked up on time will have to make their own travel arrangements for future away Troop activities.

## PERSONAL GROWTH

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

## PUBLICATIONS

The BSA publishes the Boy Scout Handbook (more than 35 million copies of which have been printed); the Patrol Leader Handbook, which offers information relevant to boy leadership; the Scoutmaster Handbook; more than 100 merit badge pamphlets dealing with hobbies, vocations, and advanced Scout Craft; and program features and various kinds of training, administrative, and organizational manuals for adult volunteer leaders and Boy Scouts. In addition, the BSA publishes Boys' Life magazine, the national magazine for all boys (magazine circulation is more than 1.3 million) and Scouting magazine for volunteers, which has a circulation of 900,000.

## 

## TROOP 30 WEBSITE

The latest copy of this handbook, the latest event calendar(s), and other useful information about Troop 30 is available at our website:

[http://30.scoutlander.com](http://30.scoutlander.com/)

login and password are needed to view the calendar and private material

# If my son has a question, whom does he call?

Boy Scouts is a boy run activity. Your son's Patrol Leader should be able to answer a lot of his questions. If not, the Patrol Leader should contact the Senior Patrol Leader. Answers will be relayed back.

## COMMON ACRONYMS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| APL | = | Assistant Patrol Leader | FOS | = | Friends of Scouting |
| ASM | = | Assistant Scoutmaster | IOLS | = | Intro to Outdoor Leader Skills |
| ASPL | = | Assistant Senior Patrol Leader | OA | = | Order of the Arrow |
| BOR | = | Board of Review | PL | = | Patrol Leader (could be many) |
| CM | = | Cub Master | PLC | = | Patrol Leaders’ Council |
| COH | = | Court of Honor | SE | = | Scout Executive |
| COR | = | Charter Organizational Rep | SM | = | Scout Master |
| DE | = | District Executive | SPL | = | Senior Patrol Leader |
|  |  |  | YP | = | Youth Protection |
|  |  |  |  |  |  |

## Scouting Glossary

| **Term** | **Description** |
| --- | --- |
| Advancement | The process by which a Scout meets certain requirements and earns recognition. |
| Board of Review (BOR) | A review to determine if a Boy Scout satisfactorily completed rank requirements. |
| BSA Lifeguard | A three-year certification awarded to Boy Scouts who meet prescribed requirements in aquatics skills. |
| Camporee | A district or Council Troop activity to demonstrate the techniques of living in camp. |
| Chartered Organization | Civic, faith-based, and educational organizations operate Scouting units to deliver the programs to their youth members, as well as the community at large. Our chartered organization is the Elks Lodge. |
| Commissioner | A commissioned Scouter who works with packs, troops, teams, and Venture crews to help units succeed. In addition to the council commissioner, there are district commissioners, assistant district commissioners, roundtable commissioners, huddle commissioners, and unit commissioners. |
| Council | BSA is administered through 273 **local councils**, with each council covering a geographic area that may vary from a single city to an entire state. Each council receives an annual charter from the National Council and is usually incorporated as a charitable organization. Most councils are administratively divided into districts that directly serve Scout units. We are in the Seneca Waterways Council. |
| Council Service Center | The business center for the local administration of Scouting. Our Council Service Center is located at 2320 Brighton-Henrietta Townline Road in Rochester. There is also a store located there to purchase scout supplies. |
| Court Of Honor (COH) | A special ceremony where the scout earns recognition of advancement in rank, obtains merit badges, and patches earned since the last Court of Honor. |
| District | A geographic sub-division of a Council. We are in Seneca District of the Seneca Waterways Council. |
| District Executive (DE) | A professional Scouter working under the direction of the Scout executive, acts as adviser to the volunteers in the district. |
| Eagle Scout | The highest rank for Boy Scouts. |
| Friends of Scouting (FOS) | An annual finance campaign that supports the Council annual budget. |
| Good Turn | A single act of service to others. A distinctive feature of Scouting is its emphasis on service to others. |
| Guide To Safe Scouting | A unit leader’s guide for current policies and procedures for conducing safe activities. Available as a printed publication or on the official BSA website ([www.scouting.org](http://www.scouting.org)) |
| Heroism Award | A lifesaving award presented to a registered youth member or adult leader who has demonstrated heroism and skill in saving or attempting to save life at minimum risk to self. |
| Introduction To Outdoor Leader Skills (IOLS) | A required BSA course for all Scout Leaders and Assistant Scout Leaders. Outdoor skills are critical to the success of the Scouting program, and Introduction to Outdoor Leader Skills will provide leaders with the basic outdoor skills information needed to start a program right. The skills taught are based on the outdoor skills found in The Boy Scout Handbook. |
| Key Three | 1. *The Council Key Three:* the Council president, Council Commissioner, and Scout Executive 2. *The District Key Three:* the district chair, district commissioner, and district executive |
| Leader Specific Training | Required training specific to each leadership group – den leaders, Scoutmaster, Assistant Scoutmasters, Troop Committee Members  The main course necessary to be considered “trained” for your Scouting position. See the training page of Scouting.org for “What Makes a Trained Leader.” Courses can be completed online at myscouting.scouting.org |
| Leadership University | A training course for Scout leaders and committee members conducted by the Council. |
| New Leader Essentials | Designed to give basic information to all adult leaders. This course is for leaders of all programs. |
| Pack | A Scouting unit, made up of dens, which runs Cub Scouting for the chartered organization. Serves youth grades 1st through 5th grade. |
| Professional Scouter | A registered, full-time employee of the Boy Scouts of America who has successfully completed formal training at the Center for Professional Development and been commissioned by the national organization. |
| Region | One of four large geographical administrative units of the BSA: Central Region, Southern Region, Western Region, and Northeast Region. We belong to the Northeast Region.  Each region is then subdivided into areas. The total number of councils depends on how they are divided. |
| Roundtable | A monthly program and morale-building meeting for leaders and committee members held by the district. Our Roundtable meetings are held at Red Jacket Elementary the first Wednesday of every month. |
| Safe Swim Defense | A plan with eight defenses for safe swimming. The course can be completed online at myscouting.scouting.org |
| Safety Afloat | Guidelines for safe Troop activity afloat in craft less than 26 feet. The course can be completed online at myscouting.scouting.org |
| Scout Executive (SE) | The professional staff leader and secretary for the Executive Board of a local Council. |
| Scoutmaster (SM) | The commissioned volunteer leader, 21 or older, of a Boy Scout Troop; appointed by the chartered organization. |
| Scoutmaster Conference | A conference with the Troop’s Scoutmaster regarding rank advancement. This must be completed prior to a Board of Review. |
| Tour and Activity Plan | A permit designed to help units plan safe, healthful, and enjoyable trips that ensure proper procedures will be followed in an emergency. The plan is completed online at [www.myscouting.org](http://www.myscouting.org) |
| Troop | The unit that conducts Boy Scouting for the chartered organization. Serves youth 6th grade to 18 years of age. |
| Uniform | Distinctive clothing worn by Scouts and Scouters. |
| Wood Badge | Advanced leadership training for all adult members of the BSA. |
| Youth Protection (YP) Training | A training designed to educate Scouting volunteers, parents and Scouts themselves to aid in the detection and prevention of child abuse. New leaders are required to take Youth Protection Training before volunteer service with youth begins. *Youth Protection Training must be completed every two years to remain current.* |

## RULES FOR LEADERS, PARENTS, AND SCOUTS

The goal of Troop 30 is to make a positive impact on the boys who participate in the program. In order to do that, we need to operate the Troop in a manner that will attract volunteer leaders and maintain a high-quality Scouting program.

**We ask that all parents, leaders, and Scouts follow these basic rules:**

### DRUG AND ALCOHOL POLICY

Drugs and alcohol are expressly forbidden at any Troop function. Any Scout or Scout Leader

in possession of either at an official scout function (including camp outs) will be immediately expelled from the Troop.

**General**

* An Emergency Medical Treatment Form is required for each Scout before he can go on any Troop activity.
* Personal radios, tape/CD players, iPods, iPads, DS devices, cell phones, and toys are not allowed at any meetings, Troop outings, or camp outs without Scoutmaster’s approval.
* A Scout must have earned his Totin’ Chip Card before he can carry or use a knife, ax, hatchet or saw. Only an authorized Totin’ Chip instructor may teach these skills.
* A Scout must have earned his Firem’n Chip Card before lighting a fire.
* Sheath knives are not allowed.
* Liquid fuel stoves or lanterns (Coleman type) are not to be lit by Scouts. Adults must light all stoves and lanterns.
* Fighting, cursing, and rough housing are not acceptable in Scout meetings or on Scout functions.
* Curfews, set by the Scoutmaster or his representative, must be observed at all Troop events.
* Permission to leave camp must be granted by the SM or ASM. Scouts must observe the buddy system on all outings.
* All Scouts are expected to participate on scheduled service projects.
* All Scouts are expected to remain in their patrol at all Scout functions unless otherwise instructed by the SM, ASM, SPL or ASPL.
* Permission to enter any campsite other than your own is required.
* Personal property of others MUST be respected.
* Closed toe shoes must be worn at ALL times during Scout activities unless in the water.
* Camping fees must be paid the Monday prior to the camping trip.

Anyone who violates these rules will be sent home and a parent will be required to pick up said scout.

### DISCIPLINARY ACTION

The Scoutmaster staff will enforce the rules. Failure to follow these rules will result in one or more of the following actions:

* Scout will not be allowed to participate in the remainder of the activity.
* Parents will be contacted and required to attend next event with Scout.
* Parents will be contacted, Scout must be picked up immediately, Parent and Scout must meet with troop committee and SM staff before Scout may rejoin activities.
* Delay of rank advancement.

### RESPECT FOR LEADERS

Leaders of Troop 30 are volunteers. Leaders include not only adults but also more senior Scouts who serve as patrol leaders.

For a Troop to run smoothly and safely, Scouts must have respect for their leadership positions. Any boy who repeatedly fails to follow instructions will be reported to the SM. The SM, at his or her discretion, will discuss such incidents with the boy's parents or guardian. Multiple infractions by a boy can result in the requirement that a parent or another adult accompany the boy on all future Troop activities.

# Conclusion

Thank you for taking the time to read this handbook. If you find any information in this document that is incorrect, or if you feel that there are topics that need to be added, please contact the Committee Chair or Scoutmaster.