

Troop Leadership Information

BSA Troop 69

SECTION ONE – TROOP LEADERSHIP ORGANIZATION

The Troop leadership is organized into two groups; the adult leaders and the boy leaders. The boy leaders and the adult leaders work together through the Scoutmaster, the various committees, and the appointed boy leaders. The Quartermaster works with the Equipment Chairman, the Librarian works with the Advancement Chairman. Other working relationships may arise on an as- needed basis for special projects or tasks.

ADULT LEADERSHIP

The Troop operates under the general supervision of the adult leaders organized as a Troop Committee. Committee members assist in the selection of a Scoutmaster, serve on the sub-committees as appointment by the Committee Chairman, and advise the Committee Chairman as to the needs of the Troop. The Committee is currently organized as shown in this section. Any adult may become a Committee member by filing for membership and paying a nominal fee. The responsibilities of the various Committee members are as follows:

TROOP COMMITTEE (with voting capability)

Committee Chairman

1. Reviews and approves the annual charter renewal.
2. Attends District Roundtable meetings on the first Thursday of every month.
3. Conducts monthly Troop Committee meetings at 7 p.m. on the last Wednesday of every month.
4. Works with the Troop Committee in securing adult leaders.
5. Insures that all Troop functions are delegated, coordinated, and completed.
6. Implements yearly review of *Trail Tips*.

Advancement Chairman

1. Coordinates Boards of Review.
2. Coordinates Courts of Honor.
3. Serves as liaison to district and/or council advancement committee.
4. Responsible for advancement records.
5. Insures that all supplies for Scout advancement are on hand (badges, certificates, insignia).

Merit Badge Coordinator

1. Researches, selects, promotes, and manages Troop participation in organized Merit Badge forums and classes.
2. Develops and maintains a Merit Badge counselor list.
3. Works with Troop Librarian to building and maintaining a Troop library of Merit Badge books.

Camping Coordinator

1. Coordinates the Troop's outdoor activities program, ensuring a monthly camping, hiking, or canoeing event for each Scout.
2. Researches, fills out, and files tour permits and makes other arrangements for campsites.
3. Maintains a camping log.
4. Coordinates leadership of adults on campouts.

High-Adventure Coordinator

1. Assumes primary responsibility for coordinating, planning, and operation of special camping opportunities at Boy Scout operated or endorsed high-adventure bases.

Summer Camp Coordinator

1. Assumes primary responsibility for coordinating planning and operation of annual summer camp activity.

Activities Chairman

1. Arranges Troop-selected activities including the monthly activity nights.

Finance Chairman

1. Handles all Troop funds.
2. Pays bills on Scoutmaster or Committee recommendation, with Troop Committee approval.
3. Maintains Troop checking account.
4. Prepares Troop budget in accordance with Troop Committee recommendations.
5. Coordinates annual audit of Troop finances.

Fundraising Chairman

1. Coordinates fundraising projects.
2. Recruits and supports coordinators for ongoing programs like trash bag and greenery sales, plus special event fund-raisers.
3. Applies for Council Fundraising Permits as necessary.

Equipment Chairman

1. Works with the Troop Quartermaster(s) to maintain, store, repair, and purchase Troop equipment.

Membership Chairman

1. Maintains Troop and Committee roster.
2. Prepares and submits charter renewal.
3. Supports Troop recruiting effort as required.
4. Registers Scouts and Committee members.
5. Provides computerized mailing labels as required.

Parent Support Group Chairman

1. Conducts parent meetings to orient new families and generate support for Troop activities.
2. Coordinates Court of Honor refreshments, mother's ribbons, Eagle Scout scarf kits, Eagle Scout Merit Badge plaque (if requested), uniform exchange, Eagle certificates, and parent volunteer help with special activities.

Chartered Organization Representative (COR)

1. Serves as liaison between the Troop and the Chartering Organization.
2. Promotes unit programs.
3. Helps to recruit the Troop leadership.
4. Encourages unit leaders and Committee members to participate in Scout training.

Eagle Coordinator

1. Coordinates with the district and council to prepare the necessary paperwork for Eagle Scout applications.
2. Counsels each Eagle Scout candidate on projects, paperwork, and requirements needed.
3. Arranges for Eagle Scout Boards of Review.
4. Advises Eagle Scout parents and outside persons and agencies in arranging Eagle Scout Courts of Honor.
5. Arranges for Committee approval of Eagle projects.

Webelos Coordinator

1. Serves as liaison between the Troop and the various Webelos dens of the feeder Packs.
2. Coordinates Troop representation at Pack Blue & Gold Banquets.
3. Assists in training and coaching of Webelos Den Chiefs.

General Committee Members

1. Attends Committee meetings.
2. Serves on sub-committees as required.
3. Assists with Troop functions as required.

SCOUTMASTER CORPS

NOTE: The Scoutmaster Corps attends Committee Meetings as *non-voting* participants.

Scoutmaster

1. Trains and guides boy leaders.
2. Helps boys grow by encouraging them to learn for themselves.
3. Attends Troop Committee meetings, Patrol Leaders' Council meetings, and District Roundtables.
4. Responsible for Scoutmaster conferences for all rank advancements.
5. Responsible for check of church after each use.
6. Distributes *Trail Tips* to new Scouts.
7. Collects all parental consent forms.
8. Sits on the sub-committee for screening Eagle Scout projects.

Assistant Scoutmaster(s)

1. Serves as the adult Troop leader in the absence of the Scoutmaster.
2. Each Assistant takes a specialized role in supporting program and advancement for boys in a specific age group.
3. Serves in any adult leadership capacity assigned either by the Scoutmaster or Troop Committee.

Junior Assistant Scoutmaster(s)

1. A senior boy Troop member selected and approved by the Scoutmaster and Troop Committee.
2. Serves as assistant to the Scoutmaster to coordinate the activities or special duties as assigned.
3. Must be at least 16 years of age or a former Senior Patrol Leader.

BOY LEADERSHIP

The boy leaders lead the Troop. The boy leaders meet once a month at a Patrol Leaders' Council (PLC) to make decisions and select groups or individuals to be in charge of duties at the next month's meetings. The responsibilities of various leaders are as follows:

Senior Patrol Leader

(Elected by members of the Troop)

1. Presides at all Troop meetings, events and activities.
2. Chairs the Patrol Leaders' Council.
3. Appoints boy leaders with the advice of the Scoutmaster.
4. Assigns duties and responsibilities to other boy leaders.

Assistant Senior Patrol Leader

(Appointed by Senior Patrol Leader)

1. Trains and guides Patrol Leaders.
2. Helps with leading meetings and activities.
3. Serves as chairman of the PLC when requested by the Senior Patrol Leader.
4. Takes over Troop leadership in the absence of the Senior Patrol Leader.

Patrol Leader

(Elected by patrol members)

1. Organizes all patrol activities.
2. Leads the patrol members.
3. Works with patrol members on advancement.
4. Presides over the patrol meetings.
5. Attends the Patrol Leaders' Council meetings.
6. Assigns duties and responsibilities to other patrol members.

Assistant Patrol Leader

(Elected by troop members)

1. Performs duties as assigned by Patrol Leader.
2. Takes over patrol leadership in the absence of the Patrol Leader.

Quartermaster

(Elected by troop members)

1. Keeps records of Troop equipment.
2. Keeps equipment in good repair.
3. Checks equipment out and in to see that it is returned in good repair.
4. Suggests new or replacement items to the Troop Equipment Chairman.
5. May have keys to equipment lockers in church, with Equipment Chairman's approval.

Chaplain Aid

(Elected by troop members)

1. Leads the Troop church services on campouts.
2. Gives the Invocation and Benediction at Courts of Honor.

Scribe

(Elected by troop members)

1. Attends all Patrol Leaders' Council meetings.
2. Keeps a log of Patrol Leaders' Council decisions.
3. Records attendance.
4. Writes letters to people as directed by the Committee or the Scoutmaster.

Librarian

(Elected by troop members)

1. Keeps records on literature owned by the Troop.
2. Advises the Advancement Chairman of new or replacement items needed.
3. Has literature available for borrowing at Troop meetings.
4. Keeps a system for checking literature in and out.
5. Follows up on late returns.
6. Keeps the Merit Badge Counselor list.

Bugler

(Appointed by Senior Patrol Leader)

1. Performs calls on bugle at Troop campouts and Courts of Honor.

Historian

(Elected by troop members)

1. Provides articles on Troop activities for the Troop Scoop publication.
2. Keeps records of Troop historical value.

Order of the Arrow Coordinator

(Appointed by Scoutmaster)

1. Coordinates Troop activities with the Order of the Arrow.

Den Chiefs

(Appointed by Scoutmaster)

1. Function as an assistant to the Den Leader in the Cub Pack.

Leadership Corps

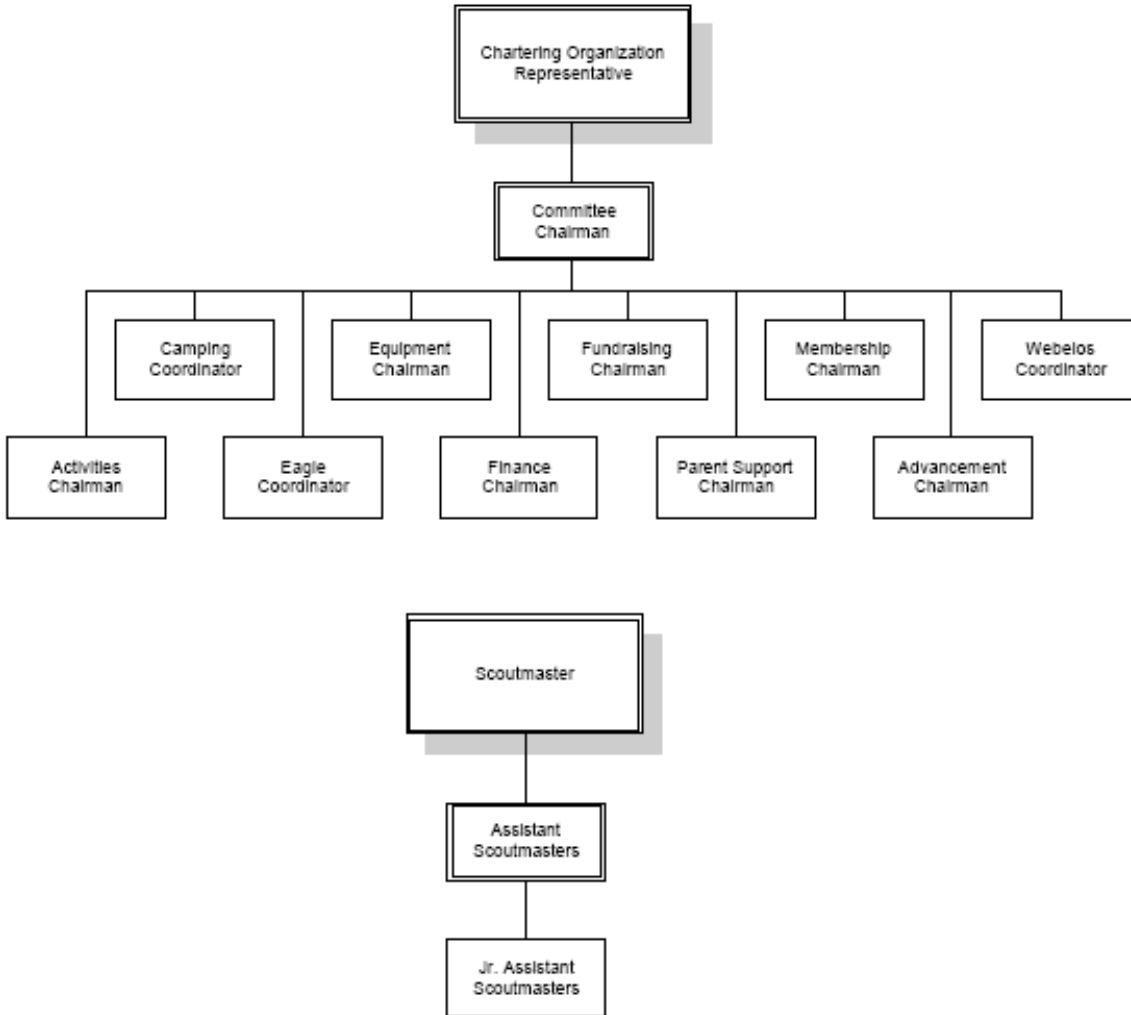
(Appointed by Senior Patrol Leader)

These are Scouts that have been in the Troop sufficiently long enough to know Scouting and its methods. They assist the Senior Patrol Leader in leadership responsibilities and are available to help the younger Scouts as needed.

Senior Scouts

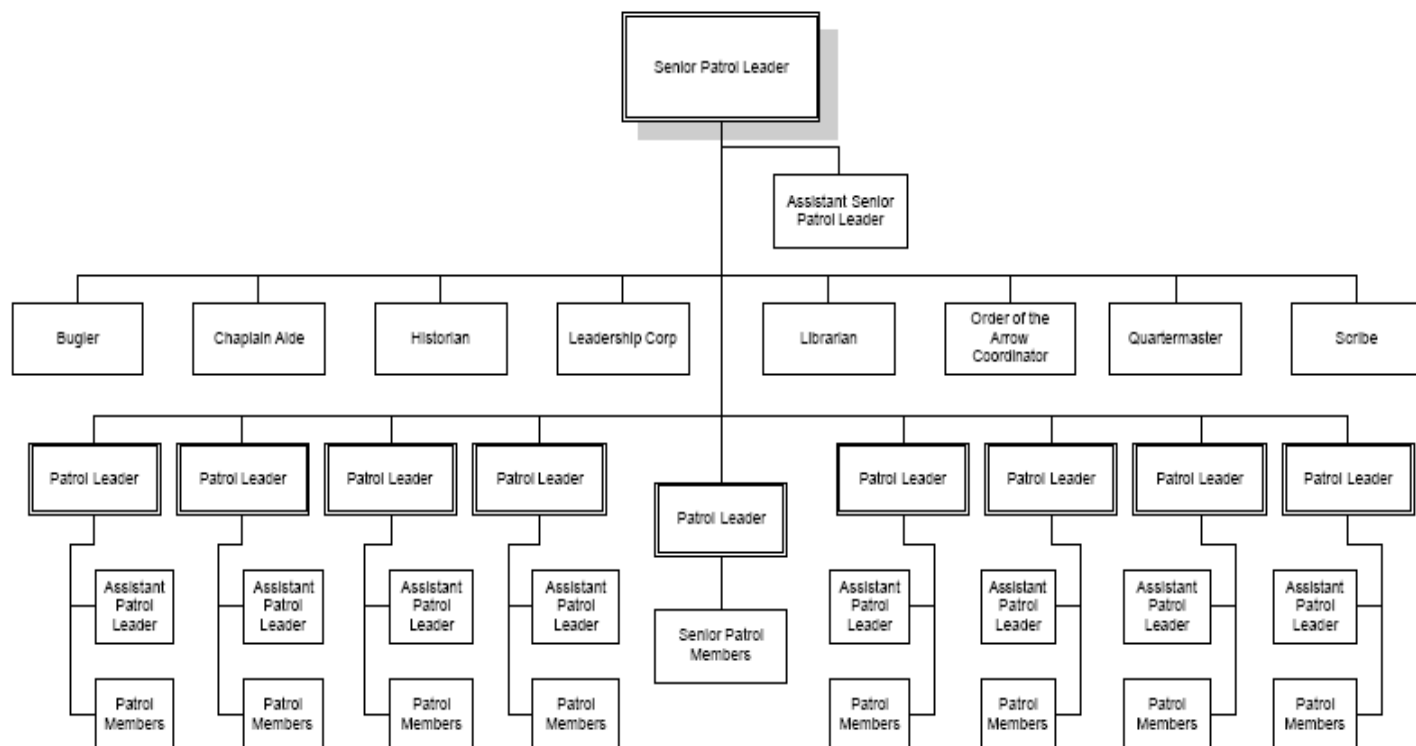
Generally, these Scouts must be at least 14 years of age and First Class rank. They assist the Senior Patrol Leader and Scoutmaster as requested, and may form their own patrol to participate in high adventure activities for which there are age and rank eligibility requirements.

TROOP 69 ADULT LEADER ORGANIZATION CHART



TROOP 69

BOY LEADER ORGANIZATION CHART



SECTION TWO – TROOP POLICIES

INDUCTION

Induction of new Scouts into the Troop is normally held during quarterly Courts of Honor throughout the Scouting year. All applicants are required to present themselves in person, accompanied by at least one parent or legal guardian, to the Troop Scoutmaster.

Scouts transferring from another Troop will be accepted into membership upon presentation of the transfer forms and payment of the required fees.

PARENTAL SUPPORT

The success of the Troop and its Scouts depends on the support and participation of the parents and legal guardians. Troop 69 needs your support in one or more of the following ways:

1. All parents are encouraged to participate in the Parent Support Group. This group serves at the Courts of Honor and Eagle Courts of Honor, and provides other services as needed by the Troop.
2. All parents who have the desire to work with Scouts are encouraged to participate by going on campouts and attending monthly Committee meetings. Adults are also needed to go to summer camp and other outings sponsored by the Troop.

3. Adults can support the Troop by registering to become Merit Badge Counselors and conducting Merit Badge classing during Troop meetings and as separate classes. Parents may also assist the Troop's participation in Merit Badge Forums.
4. Parents can help by suggesting special speakers and excursions for monthly outings and by identifying Scout service projects that can benefit the community. To obtain more information, please contact the Scoutmaster or any Troop Committee member.

RE-REGISTRATION

All Scouts, regardless of when they joined the Troop are required to re-register by paying annual dues during February of each year. The Membership Chairman initiates this process during the first quarter of each year, and your prompt attention can greatly simplify the magnitude of this task.

The annual registration fee includes subscription to "Boy's Life" magazine, Troop dues, Troop insurance, national registration, all awards, and miscellaneous expense for the Scout in the next year. Currently, the fee is \$75.00 per year for boys, and \$10.00 per year for registered adults.

UNIFORMS

We have two classes of regulation uniform, class A and class B. The Senior Patrol Leader will announce which uniform is appropriate for meetings and various events throughout the year.

The regulation class A uniform consists of:

Scout shirt (sleeve length is the choice of the Scout)

Scout trousers or shorts, or other dark colored trousers or shorts

The regulation class B uniform consists of:

Any Scouting-related shirt (Troop t-shirt or camp t-shirt, for example)

Scout trousers or shorts, or other dark colored trousers or shorts

At the time the uniform is purchased, the following patches and other items should also be secured (refer to the front and back covers of the Scout Handbook for the exact placement of patches):

Crossroads of America Council Patch

Troop Numerals: 6, 9

American Flag Patch (usually comes already on the uniform)

Red Shoulder Loops (epaulets)

Scout Handbook

Merit Badge Sash

ADVANCEMENT

A Scout advances by earning Rank Advancement and Merit Badges.

Rank Advancement Requirements

Scouts working toward a particular rank should refer to the requirements in the official Boy Scout Handbook for the rank to verify completion before presenting themselves for advancement. The Scoutmaster or Assistant Scoutmaster signs off a Scoutmaster Conference.

A team of three Troop Committee members conducts Boards of Review for Tenderfoot, Second Class, First Class, Star, and Life ranks. The Advancement Chairman will usually chair the board. The purpose of these reviews is not to test the candidate, but rather to allow the Scout to talk about his experiences in advancing and to satisfy the reviewers that a satisfactory Scouting standard has been maintained.

Life Scouts considering an Eagle project should first discuss their plans with the Eagle Coordinator. After the Scout has planned, developed and written a report about his project, he must present it to the Troop Committee for approval. Finally, the Trails West District Advancement Committee must approve the project before the Scout commences the project.

The District Advancement Chairman schedules Eagle Boards of Review for all Eagle candidates in the district. A District Representative presides and at least three adults selected by the Eagle Coordinator comprise this review committee.

The Scout's rank begins with the date that he is approved by the Board of Review for that rank and is recorded on the appropriate page of his handbook and in the Troop advancement records. If this page is not signed or dated after the Scout has presented himself for review, the Advancement Chairman should be contacted immediately. The Scout will be recognized for his achievement at the next Court of Honor.

Merit Badges

Merit Badges are designed to help a Scout discover his abilities and possible hobbies and vocations. They also permit a Scout to become more proficient in areas of service and personal fitness. The Scout, not the parents, must make all the arrangements for completing the Merit Badge. This includes the following:

1. Obtaining a blue Merit Badge card signed by the Scoutmaster or an Assistant Scoutmaster. Purchasing a Merit Badge book or checking one out from the Troop library. Checking with the Advancement Chairman for the list of registered Merit Badge Counselors for the Merit Badge you wish to work on.
2. Calling the Merit Badge Counselor for an appointment and other instructions. NOTE: BSA regulations require that at least two adults be present when there is interaction between a Scout and a leader. A parent should, therefore, be present at all meetings with the counselor.
3. Meeting with the Counselor. NOTE: The Scout should be in regulation class A uniform when meeting with a Merit Badge Counselor.
4. When the Merit Badge work has been completed, the Scout must contact the counselor again for a review and to have the blue Merit Badge card signed-off. The counselor will retain the counselor's section of the card, the other two sections will be returned to the Scout.
5. The Scout returns the completed front section of the blue Merit Badge card to the Advancement Chairman, and the Scout retains his section of the Merit Badge card for his records. The Merit Badge is presented to the Scout at the next Court of Honor. It is important that the Scout keep his section of each Merit Badge card. Although every effort is made to assure the accuracy of Troop advancement records, errors may occur. The signed Merit Badge card is the Scout's proof that he has earned the badge. When a Scout completes all of the Eagle requirements, he will need a list of Merit Badges he has earned and the date that each was completed.
6. A Scout's parents cannot counsel him for any Merit Badge.
7. It is suggested that at least one Merit Badge for the Star or Life rank be earned through a counselor that is not associated with the Troop. This is a valuable learning experience for the Scout.

Merit Badge Forums

The Troop attempts to attend several Merit Badge Forums throughout the Scouting year. The Troop Committee supports Merit Badge Forums by providing counselors and allowing time in the Troop schedule for all interested Scouts to attend these events, which offer Scouts the opportunity to earn Merit Badges in a single day (often with "prerequisite" work done in advance). Scouts are strongly encouraged to participate in these events when they are offered.

Service Projects

Service projects are those projects done for the city, county, Chartering Organization, or other local organizations where no money is to be donated or credited to the Troop or earned by the individuals participating. These types of projects, or other special duties assigned by the Scoutmaster, are the only activities where service hours are accepted for advancement.

Proposed service projects that meet requirements for the rank of Second Class, First Class, Star, and Life ranks must be approved by the Scoutmaster or an Assistant Scoutmaster. Only the Scoutmaster can commit the Troop to a service project.

When a Scout advances a rank, service hours are reset to "zero". In other words, a Scout must do his service hour requirements at the time he is working on the rank for which it is to apply.

TROOP FINANCES

The Troop operates on a yearly budget that varies each year based on the Troop's need to replace or purchase new equipment, expected costs of advancement items, and event participation. Each Scout's dues consist of:

Registration

Supplies and Communications

Troop Insurance

Boy's Life Magazine

Awards

The Scout dues contribute to roughly two-thirds of the Troop budget. The remaining one-third of the budget comes from various fundraising events.

On fundraising events, half the money raised goes to the troop and half goes into the scout's account to be used for outing fees, summer camp fees, etc. These funds accumulate while the scout is with Troop 69.

Fundraising

The Troop participates in fundraising events, which have included popcorn sales and a Christmas wreath sales. The Troop Committee may choose to do other fundraising projects to supplement the Troop budget or for a specific cause.

When a Scout leaves the Troop, any credit balance remaining in his account is forfeited to the Troop. The amount has no real monetary value (i.e. liquid cash). In the event of a transfer, the committee will evaluate each Scout's case with the possibility of credit being transferred to the Scout's new Troop and designated for camp activities.

Leader Camp Fees

Scout leaders who attend summer camp or high-adventure camp are entitled to a partial fee subsidy from the Troop camp funds. This is intended to offset some costs due to both Scout and parent attending camp, and provide some benefit to the adult leaders who must take vacation time from their jobs to attend. The amount will vary from year to year. Some camps offer one free adult for a set number of Scouts. This "free fee" will be distributed among the adults to reduce each fee.

PATROL METHOD

Troop 69 endorses the Baden-Powell philosophy of utilizing the Patrol Method of Scouting. This philosophy, which organizes the Troop into separately functioning subgroups, each with its own leaders and activities, allows the maximum opportunity for the Scouts to gain experience in leadership.

The Troop expects each Patrol Leader to organize, plan, and follow through with his group to provide patrol meetings and patrol activities, to provide transportation, organization, and etc. for Troop-related activities. The patrol is responsible for the equipment issued to the patrol and is to maintain it and ensure that the equipment is returned in good condition.

ORDER OF THE ARROW

The Order of the Arrow is a nationwide brotherhood of Scout honor campers. It is organized on a district basis and is run by boy leaders. Several adult advisors are assigned to each of the boy leader officers to assist them in their duties. Each year our Troop is eligible to elect a number of boys into the Order. The elections are held in March of each year with the official induction ceremonies occurring in the spring. The elections are intended to select those boys who have exhibited honor, who live by the Scout Oath and Scout Law, and are expected to make significant contributions to Scouting.

In addition to the boy elections, the Troop Committee typically can elect one adult member annually to the Order.

The Troop supports the Order of the Arrow by attending the scheduled workdays.

PLANNING

The Troop's year starts January 1 and ends December 31. Each year the members of the Troop compile a list of all the different activities and Troop campouts they would like to do. From these lists, a vote is held to decide which campouts and activities will be scheduled for the coming year. The Camping Chairman, Activities Chairman, and Scoutmaster, together with the Troop boy leaders, schedule the campouts and activities.

LIBRARY

The Troop maintains a library that contains Merit Badge books and other publications. The Librarian maintains the library and takes it to summer camp. Troop members are encouraged to review the library to obtain these books rather than purchasing. Also, when the Merit Badge work is completed, the books should be returned to the library. If a boy purchases a Merit Badge book, he is encouraged to donate his book to the library after he earns the Merit Badge, so that other Scouts may use it.

BACKPACKING / CAMPING

The backpack is traditionally the means by which a Scout will transport his personal gear into the campsite. We have found that pack frames hinder efficient stowing of gear into the troop trailer. The Troop asks that Scouts attending summer camp pack their personal gear in a *duffel bag*.

For monthly camping, many Scouts do use a pack, but it is not necessary for the Scout to purchase one to participate in camping with the Troop. A backpack *is* required for certain high-adventure camping activities.

TROOP MOBILIZATION AND COMMUNICATION

The Troop will use the chain of command to communicate the need to mobilize for emergency purposes and to pass pertinent messages or arrangements to all members of the Troop. This means that the Scoutmaster will call the Senior Patrol Leader and the Senior Patrol Leader will call the Patrol Leaders. Each Patrol Leader is then responsible for contacting his patrol members. The Troop also uses e-mail and a web site to communicating with parents and scouts.

ELECTIONS

The Troop holds elections semi-annually for Troop offices. There is no limit to the number of times a Patrol Leader can be re-elected. The Patrol Leader will then select his Assistant Patrol Leader.

TROOP EQUIPMENT

Troop equipment may be checked out. Checkout to other groups is limited to those groups where at least one member of the group is also a member of the Troop and/or the Equipment Chairman and Scoutmaster are familiar with the group. Checkout to Cub Scouts or Webelos dens for overnight campouts is limited to the feeder pack or as approved by the Equipment Chairman and Scoutmaster. Equipment will be thoroughly checked when issued and returned. The person checking out the equipment may be held responsible for any repair or damage, as determined by the Troop Committee.

WOODCUTTING TOOLS

A pocketknife is one of the most useful tools that a Scout can have. The Troop recommends that the standard simple inexpensive pocketknife be used. Sheath knives are strictly forbidden on all campouts including summer camp and high-adventure camps.

Axes are not recommended. The Troop has axes that are used for training purposes. There is no need for an axe or hatchet on any campout. These are to be left at home. The bow saw is the recommended cutting tool for all firewood. The bow saw will typically cut wood up to six inches in diameter. Bow saws are available from the Troop and may be checked out for an outing.

Before a Scout may use woodcutting tools, he is required to attend and pass a "Totin' Chip" class, at which he learns the proper use and care of the various cutting tools. The adult leaders on the typical campout teach these classes on an as-needed basis. When any Scout is caught improperly using a cutting tool, a corner of the card is cut off. When all four corners are gone, the Scout cannot use cutting tools until the "Totin' Chip" class is retaken. If the misuse is severe on the first offense, the card may be taken away at that time.

FIRES

As with cutting tools, each of the Scouts must attend and pass a "Firem'n chit" class where he will be taught rules and safety for fires. With completion of the class, the Scout will be given a "Firem'n Chit" card. If the Scout should be caught violating fire safety regulations, then a corner of the card would be cut off as with the "Totin' Chip". If all four corners get cut off, then the Scout will be required to retake the "Firem'n Chit" class before he can use fire again.

USE OF CHURCH PROPERTY

The Church, as the Chartering Organization, has generously allowed the Troop to use several of the rooms for the Troop meetings and storage of the equipment. The Troop has a standing agreement with the church to monitor the Troop activities and prevent problems and interference with other groups using the church at the same time. The following rules are in effect while the Scouts are using the church facilities:

1. Scouts are restricted to the loft and the multi-purpose room.
2. No Scout will be in any of the meeting rooms without supervision by at least two adults, of whom one has been LUMC Youth Protection trained.
3. The restroom across from the entrance to the loft is available for Scout use.
4. All other areas of the church, including the youth rooms are off-limits to Scouts.
5. There will be no roaming or running in the halls.
6. All doors are to be kept closed and the lights off in rooms except when in use.
7. Scouts will clean all areas after use.
8. The Scoutmaster will be responsible for checking the building after use.

CAMPING RULES

The Troop has developed the following guidelines and regulations to ensure the safety and well being of all campers.

1. General Conduct
 - a. Each Scout is expected to conduct himself in an orderly manner.
 - b. At least four adults and two cars are required on all campouts in case of an emergency. Two of the adults must have been LUMC Youth Protection trained.
 - c. No Scout under 18 years of age shall be permitted to drive other Scouts on a Troop outing.
 - d. No alcoholic beverages shall be permitted on any campout, and the use of any tobacco product by any adult attending the campout is discouraged.
 - e. No sheath knives are permitted. All Scouts must have a "Totin' Chip" before they can carry any knife or saw.
 - f. All Scouts must have a "Firem'n Chit" before they can build a fire.
 - g. Radios, tape decks, electronic games, etc. are not permitted on campouts.
2. Camping

- a. All campsites must be cleaned before the gear is taken to the loading area.
- b. All Trash from the campsites must be disposed of in proper containers at the campsite or taken home in a plastic bag.
- c. Each patrol will have fire buckets by their cooking fire.
- d. Each Patrol shall be responsible for providing its own water supply.

3. Hiking

- a. A minimum of three Scouts is required on any hike.
- b. Hiking boots are to be WORN AT ALL TIMES. Tennis shoes are not permitted unless the Scoutmaster grants an exception.
- c. A first aid kit must be taken.
- d. No hikes off the campground are permitted unless approved in advance by the Scoutmaster or Assistant Scoutmaster.

4. Safety Hazards

- a. Report all injuries immediately to the nearest adult leader or senior Scout and to the Scoutmaster as soon as possible.
- b. All Scouts should earn their First Aid Merit Badge as soon as possible to understand the proper procedures for handling emergencies.
- c. Avoid rocky ledges and ravines during the warmer months to avoid possible contact with poisonous snakes.
- d. Fireworks are absolutely forbidden on all campouts.
- e. No firearms or hunting are permitted on campouts.
- f. All camp hazards are to be reported to Scoutmaster.

5. Property Care and Maintenance

- a. No live trees or shrubs shall be cut or damaged without the approval of the Scoutmaster or Assistant Scoutmaster.
- b. Take every precaution to preserve all forms of wildlife.
- c. Troop property (tents, cook-kits, first aid kits, equipment, etc.) must be checked out and returned to the Troop Quartermaster. Troop equipment shall be accounted for and inspected prior to leaving the campsite.
- d. Campsites are to be kept clean at all times and left in better condition than when we arrived.

SECTION THREE – CAMPING

GENERAL

The adventure of Scouting is centered on the Troop's outdoor programs of hiking and camping. The Scout looks to camping for adventure, fun, fellowship, and recognition. There he stands on his own feet, learns new skills, explores nature, tests his physical and mental abilities in an outdoor setting, and enriches his appreciation of and respect for the great outdoors.

Campouts are generally held once each month throughout the year. The Scouts camp with their own patrol under the direction of their Patrol Leader.

The Troop Committee and Scoutmaster Corps will annually review and determine whether and how to participate in council and district events.

Troop 69 offers several opportunities for summer camping. All Scouts are provided the opportunity to attend a Boy Scout camp. "High-Adventure" opportunities such as a Minnesota-Canadian canoe expedition are also provided by the Troop. Due to the rigorous nature of high-adventure trips, they are reserved for the older Scouts. A Scout must have earned his First Class rank and be at least 13 years old (14 years old for Philmont) by January 1 of the year of the high-adventure in order to participate.

Camp Clothing

The following list is provided as a general guideline for Scouts and parents relative to the items that may be needed on a typical weekend campout.

A Scout uniform will be worn on all campouts unless otherwise permitted by the Scoutmaster.

The SPL will announce before each campout whether class A or class B uniforms will be required.

Please make sure that your son will be warm enough. In Indiana, the weather can change very rapidly. He should have with him a complete change of clothes. From October through April, he must have shoes more substantial than tennis shoes. He should not sleep in the clothes he wore during the day, as they hold body moisture, and will make him cold.

Sleepwear or a change of underwear should be provided to protect the Scout while sleeping.

Rain gear should be taken on ALL campouts.

Winter Camping

Although campouts during winter months are often held in a location where we can stay inside, for example on a military base, the Troop does camp out occasionally during cold weather. In some instances, these campouts may be appropriate only for older Scouts who are more experienced campers and who own equipment adequate for these conditions. The following cold weather camping hints will make your Scout's experience more enjoyable if he encounters severe weather conditions.

The general rules to remember are:

1. Plan ahead.
2. Use a checklist.
3. Keep dry.
4. Wear several thin layers of clothing for better insulation.
5. Keep your head, hands, and feet warm. They are the first areas of your body to feel cold.

More specifically:

1. Keep dead air spaces as insulation, both in clothing and bedding.
2. Dress in layers from the bottom up. Footwear should consist of a thin pair of socks, a thick pair of wool socks, and waterproofed hiking boots.
3. Wear insulated underwear, then a heavy shirt, then a sweater or sweatshirt, then a winter coat or jacket.
4. Wear wool gloves inside leather work-gloves or lined mittens.
5. Wear a wool scarf around your neck to retain body heat.
6. Wear extra pants under jeans and over insulated underwear.
7. Wear a stocking cap that can be pulled down over your ears (and face at night). A parka will add to head and ear comfort.
8. Baggy pants and loose shirts may look odd, but they are warm and leave air space.
9. Do not brush the snow off your tent. It helps to insulate.
10. Avoid sweating. Water conducts heat away from the body. If you become hot, remove a layer of clothing.
11. A foam pad is good for keeping out the cold from below. A few layers of newspaper will also help insulate.
12. Put on a pair of heavy socks and change clothes before going to bed. If you sleep in the same damp clothing that you wore all day, you will be cold.
13. Set up tent with the back corner to the wind. Use snow for banking around the outside of your tent.
14. Plan meals with fatty and sugary energy producers. Hot cereal, bacon, hot soups (dehydrated types), one-pot meals, or stews are easier to cook, keep hot, and serve. A candy bar is good quick energy. You need about 1000 calories just to stay warm.

Packing

Proper packing is as important as what is being packed, for it is essential to be able to reach an article when it is needed. Therefore, every winter camper, and every all-season camper should think of four categories:

1. What to carry in your pockets.
2. What to wear or keep at the top of the pack.
3. What to have in the outside pockets of the pack.

4. What to put deep inside the pack.

With proper preparation, Scouts can face winter camping with the same excitement and confidence as summer camp. After a snug night's sleep, they can rise to a nourishing breakfast, cooked over a fire with dry tinder and kindling. They can then keep warm with such activities as animal tracing and winter sports.

Cooking

Each Scout will learn individual cooking skills during the campouts. Older Scouts and the Scoutmasters provide valuable assistance in this learning experience. When the Scouts cook as a patrol, a designated Scout will purchase the food planned for the campout. All patrol members that are attending the campout will share equally in the cost of the food. If a Scout has a change of plan (i.e. cannot attend the campout or can now attend the campout), the Patrol Leader **MUST** be notified by the Thursday prior to the campout. If the Patrol Leader has not been notified by Thursday, that Scout will be responsible for his share of the cost of the food.

NOTES FOR ADULTS ON CAMPOUTS

What to Bring

Adults should bring pretty much the same personal gear as the Scouts. A plate, cup, eating utensils, and a lawn chair will make your camp much more enjoyable! Tents and other Troop equipment can be checked out prior to the campout. Quartermasters are available in the Troop equipment room, and will assist you. If you have questions, ask the Camping Chairman or the Scoutmaster.

Food

The adults need to plan their meals and create their grocery lists in the same way that the patrols do. The cost varies, but typically is \$10-\$15 per adult per campout. Generally, the meals are planned to illustrate to the Scouts that a good meal can be prepared while camping. If you plan to attend a campout, and wish to eat, we need to know in advance, in order to purchase enough food. If you would like to cook, we would be delighted to have you plan one or more meals. Contact the camping Chairman or the Scoutmaster.

What to do on a Campout

Relax and enjoy! Help the Scoutmaster Corp. Help with food preparation. Gather firewood. Read a book. Take a walk. Interact with the Scouts (in the presence of another adult).

What *NOT* to do on a Campout

Do NOT do things for a Scout that he can do for himself!

Scouting is a program for boys to learn by doing. We ask that you allow the boys to make their own mistakes, so they will learn. This is most important for new Scouts, and probably the hardest thing for a parent to do.

Do NOT take it upon yourself to enforce good behavior.

The Scoutmaster Corps and the Senior Patrol Leader are responsible for directing the Scouts. Issues related to safety, however, are everyone's responsibility, and adults are encouraged to take immediate action if they deem an unsafe act or condition exists. If you are unsure –ACT! There will be plenty of opportunity later to discuss how to best handle similar situations should they occur in the future.

Do NOT bring or use alcoholic beverages.

Alcoholic beverages are **NOT ALLOWED** on campouts or any Boy Scout activity. (Adult use of tobacco products is allowed, but discouraged, especially in front of the Scouts).

Do NOT interact one-on-one with any Scout.

All interactions with Scouts should be done with another adult leader in the vicinity. This “two-deep” leadership is important for the protection of the Scouts and the adult leaders.

SECTION FOUR – EQUIPMENT

PERSONAL EQUIPMENT

Troop 69 is a camping oriented Troop. Consequently, to fully participate in the program, the Scout must be equipped with a certain amount of camping gear.

1. **Sleeping Bag** – This is undoubtedly the most important item! Any extra dollars ought to be spent on the sleeping bag. A well constructed, well taken care of bag can last many, many years. Weight, compactness, and warmth are important features since we camp all year round. Goose-down bags are discouraged as they tend to be more expensive, and they lose their insulation value when they are wet. If you have any questions about what to look for in a sleeping bag, please talk with one of the Troop leaders BEFORE you buy one!
2. **Mattress** – Closed cell foam pads are suggested, to insulate and smooth out the ground. This is also a very important item!
3. **Pack Frame and Sack** – For most campout experiences in the Scout's first year, a backpack is not a necessity. Several backpacking shops in town carry good ones. Again, please talk with one of the Troop leaders BEFORE you purchase a pack or camp bag. DO NOT buy a pack without a padded belt. The belt will at least double the distance a Scout can comfortably carry his pack.
4. **Pocketknife** – No one should go into the woods without a pocketknife. Swiss army knives or other expensive knives may be used, but given the tendency for boys to lose things, a more inexpensive knife is probably desirable. **Note:** A Scout may not use his knife or axe until he has earned the "Totin' Chip" card, for which he must demonstrate knowledge of the safe handling of both. DO NOT buy a sheath knife. Troop 69 does not allow them on campouts.
5. **Canteen** – Each Scout should have one, approximately one-quart canteen or plastic water bottle. It is helpful if the canteen or water bottle can be attached to a belt or shoulder strap.
6. **Cup** – A metal cup with a wire handle (sierra cup), or an insulated plastic "travel cup" with a sipper lid should be obtained for hot chocolate, soups, etc.
7. **Cooking and Eating Gear** – Each boy must bring their own plate, knife, fork, and spoon. Compact mess kits are available, but paper plates or regular dishes will do.
8. **Miscellaneous Items**
 - Flashlight and one set of extra batteries (consider the weight)
 - 15'-20' length of nylon cord or rope (always useful)
 - Waterproof matches
 - Compass
 - Toilet articles and towel – "A Scout is clean"
 - Toilet paper
 - Merit Badge books, Scout Handbook, progress record, pencil and pad, as needed
 - Minor first-aid supplies – Band-Aids, etc.
 - Insect repellent
 - Sunscreen
9. **Clothing**

The camping permission form will suggest which seasonal clothing is recommended:

Fall and Spring Winter

 - Underwear – 2 pair
 - Long pants – 1 pair
 - Cut-off pants – 1 pair
 - Socks – 2 pair

- Sweatshirt – 1
- T-shirts – 2
- Camping boots – 1 pair
- Hard soled shoes – 1 pair
- Work gloves – 1 pair
- Poncho or raincoat/pants
- Jacket
- Long underwear, preferable thermal
- Long pants – 2 pair
- Socks (heavy) – 2 pair
- Sweatshirt – 1 or 2
- T-shirt – 1
- Camping boots (waterproofed) – 1 pair
- Heavy coat – 1
- Work gloves – 2 pair
- Knit hat (for sleeping) – 1
- Poncho or raincoat

TROOP EQUIPMENT

General

Each patrol may request equipment as shown on the attached list. The patrol is responsible for the care and cleaning of its assigned equipment. Checked-out equipment shall be cleaned and accounted for at the campout. Prior to leaving the campsite, all equipment will be inspected. Upon return to the church, all equipment shall be checked in with the exception of wet tents, which should be taken home for drying. These tents should be returned at the next meeting. The Patrol Leader will assign, on a rotating basis, a Scout or Scouts to take the wet tents home. Any equipment that is in need of repair should be reported to the Troop Quartermaster as soon as possible. The basic necessities (paper towels, condiments, fire starters, first aid items, and cleaning materials) are the responsibility of the patrol. Any patrol failing to check in equipment from previous outings will not be allowed to check out any equipment until all equipment is returned. No Troop equipment will be allowed to be stored at a Scout's home, as the equipment needs to be available for any Scout to use.

Tents

Tents are provided by the Troop, but you are welcome to supply your own, at your own risk, if you so desire. There will be no flames allowed inside or near tents. Although some flameproofing is provided, they WILL burn! The tent, fly, stake bag, pole bag, and tent bag are identified with a number, such as 2-10 or 4-5 for example. These tent components should be kept together. Two- man tents are identified with a 2 prefix while four-man tents utilize a 4 prefix.

Each tent is equipped with the correct amount of poles and 10 tent pegs. Every effort should be made to keep the count correct as missing pegs make it very difficult to properly set up a tent the next time it is used. All tents should be staked down. The stakes supplied with your tent are effective in most conditions. All stakes should be counted, cleaned, and placed in special stake bag provided with each tent to prevent putting holes in the tent fabric. Care should be taken to assure that all stakes are accounted for.

The tent should be pitched on a relatively flat area, yet should allow for drainage of rainwater.

Tents should not be located in ground depressions or drainage routes. In windy weather, tents may be located down-wind of shrubbery or behind rocks or hills. The ground should be cleared of all sharp stones, twigs, etc. Dry leaves and brush may be used to fill uneven ground and provide additional cushion.

A ground cloth is recommended under all tents. A plastic ground cloth is provided with each tent to be used under the tent. The ground cloth keeps the floor clean and dry, which makes breaking camp a much smaller task. The ground cloth should be cleaned on both sides and thoroughly dried before refolding in tent.

Shoes should not be worn in tents. Dirty shoes damage zippers and wear tent fabric. Shoes may be taken off and placed on plastic or newspaper inside the tent during bad weather.

Tents should be cleaned out before taking down after use.

Tents should be stored DRY AND LOOSELY folded, away from heat. Never store directly on concrete, as moisture and chemicals in the concrete may damage the nylon. You can clean the tent by gently wiping it with soap and water, while it is set up. DO NOT try to machine wash the tent. Before storing it, make sure you have allowed it to dry completely, to prevent mold and mildew, which can occur if it is stored for a long period of time.

The human body gives off a considerable amount of moisture during a night. If this moisture cannot escape from the tent, it will condense on inner surfaces, especially during cold weather, producing droplets and giving the false impression that the tent leaks. Therefore, it is important to ALWAYS leave doors and windows partly open to provide adequate ventilation. If zippers stick, lubricate with silicone. Never force a zipper that has material caught in it, as this will bend the slider and prevent the zipper from closing. Zippers should be lined up before closing.

Dutch Ovens

Dutch ovens may be checked out for any campout for patrol use, but must be returned cleaned and oiled. It is very important that the Dutch ovens are cleaned properly. Add warm water to the oven, bring to a boil, and clean with a sponge or washcloth. DO NOT use a metal scrub pad or soap. To remove stubborn pieces, use a wooden spoon or stick. Coat the oven with a light coat of vegetable oil. Put back on the fire to heat the oil for 15-30 minutes. The Dutch Ovens should always be cleaned while on the campout.

Return of Equipment

All of the equipment should be returned by the next Scout meeting. If the equipment is not cared for properly, the Scout and his family may be asked to replace the item or compensate the Troop in order to replace it. Your cooperation in maintaining the equipment will benefit the Scouts and the Troop by keeping replacement costs under control.

LIST OF AVAILABLE TROOP EQUIPMENT

First Aid Kit

Tent (2-man)

Tent (4-man)

Cooking Fly with poles

Cooking Fly (backpacking)

Bow saw with guard

Water container

Igloo water cooler

Ice cooler

Shovel

Cooking Equipment

Cook set bag

Utensil holder sack

Flat fry surface

Grate

Fry pan

Coffee pot/lid

Handle

4 qt. Pot

2 qt. Pot
Cups
Dutch oven
Utensil set
Large spoon
Spatula
Table knife
Large knife
Potholders
Can opener

SECTION FIVE – TROOP BYLAWS

1. **General:** Boy Scout Troop 69 is sponsored by Trader's Point Christian Church and is chartered by the Boy Scouts of America.
2. **Goals:** Boy Scout Troop 69 was established to achieve the following objectives.
 - a. Teach Scouting skills
 - b. Build character
 - c. Develop citizenship
 - d. Develop mental, moral, and physical fitness
 - e. Have Fun!
3. **Fees:** A fee is charged to pay for registration, Boy's life, Scout badges, and other Scout items deemed necessary by the Troop Committee. The Troop Committee will establish the dues structure for Troop 69.
4. **Age:** Troop 69 will restrict the membership to boys having completed the fifth grade and being at least 11 years old, or being in the fifth grade and having earned the Arrow of Light award as part of their Cub Scouting experience, and not yet having attained the age of 18 years old. These boys must satisfy the requirements outlined in the Scout Handbook.
5. **Meetings:** Troop meetings are held at Trader's Point Christian Church every Monday night from 7 p.m. to 8:30 p.m. Changes to this schedule will be provided verbally and on the web site to the Scouts.
6. **Uniforms:** Scouting is a uniformed activity and the boys are expected to wear their Class A uniforms to Scout functions unless otherwise notified.
7. **Behavior:** Scouts are expected to behave in a fashion that adheres to the Scout Oath and Law.
8. **Personal Equipment:** Scouts will provide their own personal equipment.
9. **Parent Responsibilities:** Parents are requested to understand their responsibilities and opportunities for Troop leadership and support.
10. **Consent:** A parental consent and release form authorizing medical treatment as directed by an adult leader will be provided by the Troop prior to each Scout function. Parental consent forms may be required for other special functions as deemed necessary by the Scoutmaster or Committee Chairman.
11. **Medical Data:** Parents will provide the Troop Committee with medical information pertaining to their son's personal medical circumstances. Medical forms will be kept on file and will be available to all adult leaders at a campout.
12. **Insurance:** Troop 69 is covered under the insurance provided by the Crossroads of America Council, to cover medical fees due to medical mishaps occurring during Scout activities. A description of this insurance can be obtained by contacting the Council office. In the case of a medical emergency, the adult leader in charge will see that emergency treatment is provided by the nearest medical facility available. Parents will be notified of the medical situation as soon as possible. **IT IS IMPORTANT THAT A CONSENT AND RELEASE FORM IS ON FILE FOR ALL SCOUTS!**
All parents not in leadership positions must have proof of insurance before transporting scouts other than their own to Troop related events. Council insurance does not cover non-leaders.

13. **Transportation:** Adult leaders and parents with a valid driver's license will provide scheduled transportation to and from all Scout activities. All adult drivers will be responsible for carrying no more than one boy per available seat belt in their vehicle.
14. **Issued Equipment:** Troop 69 will issue tents, cooking equipment, and other essential Troop equipment to each patrol as deemed necessary by the Troop Committee. The patrol is responsible for maintaining the equipment in a clean and orderly condition. The patrol is also responsible for the replacement of any lost items as deemed by the Troop Committee.
15. **Loan of Equipment:** Troop 69 equipment can be loaned out for use by groups not in Scouting, only when specifically approved by the Equipment Chairman and Scoutmaster and when this does not conflict with Troop 69 functions.
16. **Troop Activities:** The Scouts in the Troop will make decisions as to which Scout activities Troop 69 is involved in. The Troop Committee will approve these Scout activities.
17. **Advancement:** Advancement by Scouts is encouraged and must conform to the rules and regulations established by the Boy Scouts of America.
18. **Committee Membership:** Membership in the Troop 69 Committee is available to any adult who is or will be registered with the National Boy Scout Organization and is willing to provide help to Troop 69.
19. **Scoutmaster Replacement:** The Committee Chairman will appoint a subcommittee when it becomes necessary to replace the Scoutmaster or the Committee Chairman. The subcommittee will provide the Committee with their recommendations prior to Committee approval.
20. **Amending of Bylaws:** Troop 69 Bylaws can be amended with the consent of 70 percent of the Committee attending in good standing.
21. **Parent Merit Badge Counseling:** No parent shall act as a Merit Badge Counselor for his or her son, or conduct a Scoutmaster's personal growth conference with his or her son, nor serve on a Board of Review with his or her son as the subject of the review. An exception will be made if the Merit Badge is being offered in a group setting such as a Merit Badge forum, where the class is available to any member of the Troop. Opportunity for participation in the class will be offered to Scouts in an announcement at a Troop meeting.
22. **Adults on Campouts:** There must be at least three adults with two vehicles in attendance for the duration of each campout.
23. **"Two -Deep" Leadership:** At any Scout function, at least two adult leaders shall be in attendance, of whom one must be LUMC Youth Protection trained.