



**BOY SCOUTS  
OF AMERICA**

**HANDBOOK  
TROOP 555**

Lenni Lenape District  
Hoosier Trails Council

Knights of Columbus, Council #1414  
Chartering Organization

**Columbus, Indiana**

Revised June 2006

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**Boy Scouts of America  
Troop 555  
Columbus, Indiana**

## **WELCOME**

...To Boy Scout Troop 555. Our Troop has been chartered for more than 25 years by our chartering organization; the Knights of Columbus, Council 1414. You will have a lot of questions from time to time about the program, so don't hesitate to ask questions. This handbook is a resource for scouts, parents, Troop Committee members, and other participants in Troop 555 activities. You are encouraged to join in all the activities, go camping, have fun, learn, gain lifetime skills, learn values, and advance in rank from "Scout" to "Eagle".

If you are totally new to scouting, or if you are moving into our troop from a Cub Scout Pack, you will notice that in Boy Scouting, the boys themselves determine and lead the program. The boys plan what they want to do, while the adults (Patrol Advisors, Scoutmaster/Assistants, Committee Members, and Merit Badge Counselors) advise and encourage them in accomplishing their plans. The scouts conduct an annual planning conference each August where the themes and major outings are planned for the upcoming twelve months.

### **New Scout Registration**

Obtain an official Boy Scout application from one of the Adult Leaders. Fill out as much of the multi-part form as possible. Turn form over to the back cover so that it is a single thickness, and fill in the medical information. Return the form to the Scoutmaster for his/her signature.

### **Family Participation**

Scouting can be enjoyed as a family activity. There is room for adults and other family members, as well as the boy Scouts, on many of our outings and activities. If a Scout's sibling will be attending a Troop or Patrol outing, a parent of that child MUST accompany that child. Non -Boy Scout siblings are NOT allowed to camp at District or Council outings. These include Summer Resident Camp (week at Camp Maumee), and the Fall, Winter, and Spring Camporees.

### **General Information**

Scouting is a year round program. Often Scouts participate in Sports or other activities, which conflicts with Scout activities. We all understand this situation. You must realize it too. It is acceptable to take time off of Scouts to participate in other activities.

The Scout Program is set up so that each Scout can progress at his own rate, pursue his own interests, expand his horizons mentally, physically and morally; to become closer to Mother Earth and to help preserve her for future scouts.

The scouting program uses the aims and methods to teach boys to become men with values. The Boy Scouts of America have enjoyed personal growth and development in the outdoors for nearly a century.

## **AIMS AND METHODS OF THE SCOUTING PROGRAM**

**The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.**

**The eight methods** by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

**Ideals.** *The ideals of Boy Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan.* The Boy Scout measures himself against these ideals and continually tries to improve. The goals are high, and, as he reaches for them, he has some control over what and who he becomes.

**Patrols.** The patrol method gives Boy Scouts an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches boys how to accept it. The patrol method allows Scouts to interact in small groups where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

**Outdoor Programs.** Boy Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Boy Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Boy Scouts to learn ecology and practice conservation of nature's resources.

**Advancement.** Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.

**Association with Adults.** Boys learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for members of their troops.

**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 so 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.

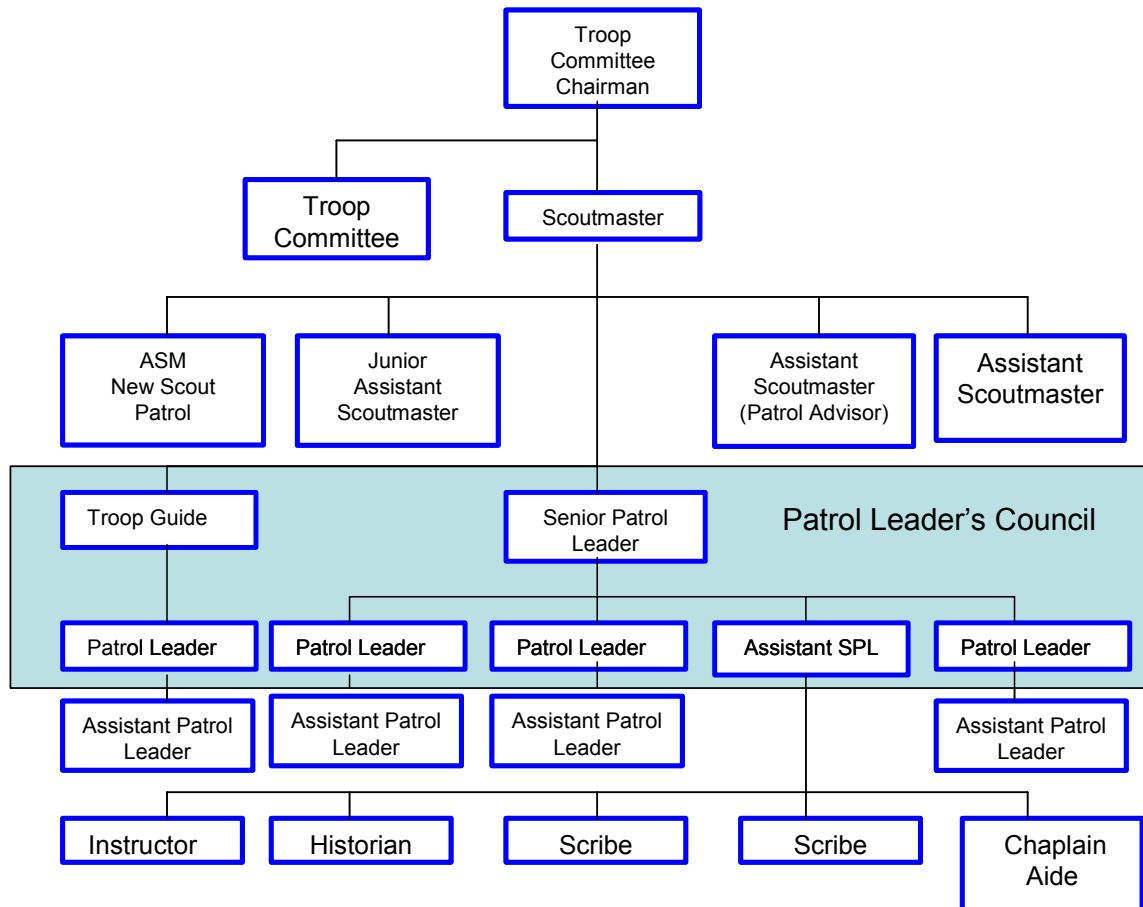
**Leadership Development.** The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

**Uniform.** The uniform makes the Boy Scout troop visible as a force for good and creates a positive youth image in the community. Boy Scouting is an action program, and wearing the uniform is an action that shows each Boy Scout's commitment to the aims and purposes of Scouting. The uniform gives the Boy Scout identity in a world brotherhood of youth that believe in the same ideals. The uniform is practical attire for Boy Scout activities and provides a way for Boy Scouts to wear the badges that show what they have accomplished.

# PATROLS

## Troop Organization

The Patrol method is used. To see how a Scout Troop is organized, look in the Patrol Leader Handbook or the Troop Committee Guidebook at the Organizational Chart.



Elections of the Junior Leaders for the Troop “*positions of responsibility*” are conducted twice a year. Elections for patrol leader and other patrol positions are more frequent, with shorter terms. Other Troop positions include Quartermaster, Troop Scribe, Historian, Chaplain Aide, OA Representative, and Librarian. Additional positions include Junior Assistant Scoutmaster(s), Troop Guide(s), Den Chief, and Instructor(s).

All boys in the troop vote for their top leader, the Senior Patrol Leader (SPL), who reports directly to the Scoutmaster. The Senior Patrol Leader appoints the Assistant Senior Patrol Leader (ASPL). All Patrol Leaders and other positions report to the SPL or ASPL, and an adult advisor.

The Senior Patrol Leader runs the Troop. He conducts the Patrol Leaders' Council (PLC) meeting each month to plan the weekly meetings, outings, and service projects. The PLC also meets at other times (even on outings) as designated by the SPL or Scoutmaster.

The SPL also serves as MC and coordinator for all troop activities. The SPL is the “Boy Scout in charge”.

*(For more information, see: the Boy Scout Handbook, Patrol Leader Handbook, Scoutmaster Handbook)*

### **Patrol Method**

The Troop is made up of several Patrols. Each boy is assigned to a "Patrol", usually made up of 5-8 boys. Patrols periodically might be reorganized for better balance if there's been a significant shift in participation among the scouts.

Members of each patrol elect their own Patrol Leader (generally a 4 to 6 month term of office). Each Patrol Leader is a member of the PLC, and is expected to attend monthly Patrol Leaders Council planning meetings.

The Patrol Leader (PL) runs his Patrol. He runs and plans the weekly patrol meetings (which are held during the weekly Troop Meetings). The Patrol Leader appoints the Assistant Patrol Leader (APL). Other positions in the Patrol include Patrol Scribe, Patrol Quartermaster, Grubmaster, Cheermaster, etc. Some of these positions are short term in nature while others are the full 4 to 6 month term.

The Patrols may plan and have independent outings and service projects as long as they follow the guidelines set forth by BSA and get Scoutmaster approval.

It is customary to place incoming Webelos II crossover scouts in a "NEW SCOUT PATROL" after they have become acquainted with troop operations. Each scout in the "NEW SCOUT PATROL" is assigned to be the Patrol Leader for a short term to practice leadership skills. Each Scout in this patrol will also hold EACH office or responsibility, to obtain a working knowledge of the position, and to contribute to the teamwork atmosphere within the patrol.

Each Patrol has a trained adult (sometimes more than one), the Patrol Advisor (ASM), to work with them on patrol activities. The adult ASM acts as an "advisor" when planning outings, meals, service projects and other activities. The Patrol Advisor works with the scouts in the patrol on rank advancement objectives, including short and long range goal setting. The Patrol Advisor's role is to make sure the plans made by and carried out by the patrol, follow BSA guidelines.

*(For further information, see - the Boy Scout Handbook, Patrol Leader Handbook, (Current Year) Boy Scout Requirements), Scoutmaster Handbook, Troop Committee Guidebook.*

## **Code of Conduct**

In addition to living by the Scout Oath, Law, Outdoor Code, Leave No Trace Guidelines, Troop 555 Scouts and Scouters are expected to adhere to the following Code:

*“Scouting is a time to discover new interests and learn leadership skills. To keep scouts interested and junior/adult leaders participating, we need to not only have excellent events but we also need appropriate behavior from our scouts. At times everyone needs to be reminded of good manners, respect for others, and good behavior. Good behavior would include no "rough-housing", no ball-playing inside unless as a pre-approved organized activity, and no name-calling. It is important that boys are at scouts for the right reasons and behaving appropriately!*

*Our discipline plan is simple. If a scout is acting inappropriately, a junior leader or an Adult Leader will give him a verbal warning. If this happens a second time, the scout will be separated (in the back of the room) from the other scouts. If this action occurs a third time, the scout will sit out the remainder of that meeting and will not participate in the next outing. A parent will be informed if the last action has taken place.*

*Hopefully, this plan will not need to be used often”.*

## **OUTDOOR PROGRAM**

### **Safety / Child Protection**

Remember, a minimum of two boys (Buddy System) and two adults (Two Deep Leadership) must be present for all Boy Scout activities.

Requirements for advancement, however, must be completed individually and as written in the requirements.

Troop 555 makes every attempt to be in compliance with the Safe Scouting Guidelines as set forth by the Boy Scouts of America. Adult Leaders must be trained not only as a BSA Adult Leader but also in Youth Protection, Red Cross First Aid, CPR and Water Safety for certain events.

Also, by the BSA National rules, there is NEVER to be any sort of flame inside a tent.

Note: The use and lighting of fuel stoves and lanterns **requires** Adult Supervision per Boy Scout rules.

*For further information, see: Guide to Safe Scouting, Boy Scout Handbook, BSA Fieldbook, Scoutmaster Handbook, and Troop Committee Guidebook*

### **Camping**

Outing is a big part of **scOUTING**.

Each campout must be planned well in advance. Since the boys plan their own activities, the 4-Week Planning Guide serves as a checklist. This 4-Week Planning Guide reminds the Patrol Leader of the details (making reservations, acquiring permits (including a tour permit), permission slips, medical forms, planning menus, agendas, getting drivers, securing equipment, food, etc.)

This 4-Week Planning Guide form needs to be filled out in writing and approved by the adult Patrol Advisor / Scoutmaster.. The plan covers four weeks of planning prior to the outing - providing checklists for week by week activities.

*For further information, see: Boy Scout Handbook, BSA Fieldbook, Merit Badge Pamphlets, Patrol Record Book, and Troop Program Features / Resources*

### **Permission Slips (effective since May 2001)**

Scouts will be required to “sign-up” at least 2-3 weeks in advance. If the parent is unavailable, accommodations can be made. Some types of activities may require a commitment farther in advance.

This policy is being instituted to allow are boys more time to plan for their outings, such as budgeting, menus, equipment, duty rosters, etc.

A scout himself must sign the slip, accepting responsibility for his own actions.

### **Grubmaster**

Food for camping is purchased by each patrol's Grubmaster. A budget is established for food expenses.

The Grubmaster should have his menus approved by the Patrol Advisor two or more weeks prior to an outing and his shopping list (including quantities for each item) approved by the final meeting prior to the campout. The grubmaster should keep all his written work so he can use it for Cooking and Camping Merit Badge or First Class Rank requirements.

It is suggested that food be brought in boxes, double thickness grocery bags, or coolers. Be sure on troop outings that your Patrol's food is clearly marked with the Patrol name.

If the parents of the grubmaster need immediate reimbursement or advance \$\$\$\$ -- contact the Troop Treasurer.

Each scout camping will have his own BINGO account charged for his share of the expense of the food, supplies, and camping fees for the event.

Any Scout who has signed up to go on an outing, and does not go, will be charged for his share of the expense. This is because the food costs and fees have already been committed.

*For further information, see: Boy Scout Handbook, BSA Fieldbook, Cooking Merit Badge Pamphlet, and Troop Program Resources.*

## **Tour Permits**

Tour Permits are required for ANY activity that is not held at the St. Bartholomew School. The Tour Permit form must be filled out, including Adult Leadership, driver, and vehicle information, and submitted to the Council Scout Office, at least two weeks in advance for approval, prior to any activity away from the School.

The Scoutmaster and Asst. Scoutmasters are responsible for obtaining each Tour Permit and receiving approval from the Council Office two weeks prior to departure for the outing/activity.

Lack of a Tour Permit will void BSA insurance coverage, as the coverage is restricted to approved activities.

*For further information, see: Scoutmaster Handbook, Troop Committee Guidebook*

## **Personal Gear**

The BSA Handbook has some very good checklists:

- < See "Scout Outdoor Essentials" (Chapter 8 – Hiking)
- < See "Personal Camping Gear" (Chapter 9 – Camping)

Some points about Personal Gear:

- < See "Patrol Camping Gear" (Chapter 9 – Camping)
- < Although the boys use the troop tents and equipment, they still must plan what to take as a patrol and make sure it gets packed.
- < A pack can be any kind of duffle, or book bag.
- < Line your duffle or pack with a garbage bag.
- < Pack extra garbage bags for dirty clothes and wet shoes.
- < Personal clothing, will stay dry if packed in Ziploc bags. (one whole day's worth of summer attire will fit in a gallon ziploc!)
- < Put sleeping bags, pillows etc in garbage bags inside of stuff sacks to keep dry
- < Equipment can be expensive so look for bargains at garage sales etc.
- < Sleeping bag or bed roll (If a Scout will be camping year round you might consider a zero degree bag; they are lightweight and can be unzipped in warmer weather). Wool and fleece are excellent insulators for cold weather.
- < Personal mess kit (Backpackers usually take frisbee for a plate, spoon and cup in Ziploc!)
- < Personal first aid kit (Band-aids etc. in a ziploc is great!)
- < Pocketknife (only after Tote>n Chip card has been earned)
- < Store firestarters in a waterproof container (matches only after Fireman Chit has been earned)
- < Frame backpacks *are not required unless it is a backpacking outing*. (Second year experience)
- < Frame packs should have a hip belt.
- < It is recommended and encouraged that if you plan to buy a framed back pack (internal or external) that you *borrow* several types (and hike several miles with a loaded pack) before investing in one.
- < Internal frame packs are hotter, more expensive, and recommended for mountain climbing or cross-country skiing.
- < For hiking and camping, *an external frame pack is generally the best choice* for the flexibility and price. Be sure to get one that will "grow with your scout" if he has any growing left to do!

The BSA Fieldbook also has more information on survival and cold weather camping.

Scouts can purchase used camping items at garage sales, new items from any outdoor outfitter. Discounts are also given by Campmor (catalog) for items ordered. When ordering from Campmor, the troop must write the check and the money will be taken from your BINGO account.

## **Troop Equipment**

The troop has several tents of various sizes, which are issued to the boys at each campout by the Troop Quartermaster. We purchased 10 Eureka Timberline 4XT tents with 2 doors / vestibules in the Fall 2001.

Other camping equipment that the Troop possesses includes lanterns, cook stoves, patrol cooking utensils, dining fly, and patrol chuck boxes. Each person who is camping should make sure the equipment is cleaned after each use and properly stored with care so that it will be in good shape on future outings.

All equipment and the trailer is the ultimate responsibility of the Troop Quartermaster with the assistance of the Patrol Quartermasters on Troop Outings. All equipment is the responsibility of the Patrol Quartermaster on Patrol Outings.

All equipment should be checked out on the check-out sheet, and checked off when returned. The Quartermasters have the right to NOT accept dirty, unkempt equipment until it has been cleaned / repaired.

Each scout is responsible for the Troop equipment he uses. Ropes should be recoiled after use. Upon return from an outing ALL scouts must stay until ALL gear is cleaned and stored.

One of the boys assigned to each tent must take it home after the camp-out to dry it out and repack it. All of the parts (pins, stakes, poles, tent, ground cloth, and bags) must be completely dry prior to re-packing. Unless the equipment can't be dried and repacked in time, the tents are to be returned at the first meeting following the campout, to the Quartermaster for inspection.

Any missing, damaged, or equipment in need of repair should be reported to the Scoutmaster and Equipment advisors, so it can be repaired or replaced for the next outing. Any items removed to be repaired, should be written on the check-out sheet.

# ADVANCEMENT

## Advancement

The scout ranks are:

Scout  
Tenderfoot  
Second Class  
First Class  
Star  
Life  
Eagle  
Eagle Palms

When all requirements have been completed and signed off by the ASM or trained adult leader for any given rank, the Boy Scout contacts the Scoutmaster to schedule a Scoutmaster's Conference. The Scoutmaster validates during the conference that the scout has truly learned and demonstrated the requirements of the rank.

Following the successful Scoutmaster Conference, the Scout contacts three adults that are trained and schedule a Board of Review to be held during a meeting or activity. The Scout should appear before the board, looking his best, in Class A uniform. Following the Board of Review, the scout is responsible for getting the information, in writing, to the Advancement Committee to be processed. The badge of rank is generally presented at the next Court of Honor.

In addition, each Patrol Scribe can keep individual Advancement Records in the Patrol Record Book so that Patrol activities can be better planned around advancement needs of the scouts in the Patrol. The Patrol Record Book provides a consolidated record for the whole Patrol. To keep the book updated and in agreement with Troop records, the Patrol Scribe meets with the Advancement Committee to update rank information on a periodic basis.

All advancement must be written, turned in to the Advancement Committee, and verified before the advancement deadline. This date is usually two or three weeks before the Court of Honor. Courts of Honor recognizing rank advancement and merit badge accomplishments are generally conducted quarterly.

## Target First Class

Parental guidance and encouragement can help greatly in getting a boy to reach the first advancement step, the Rank of Scout. Parents can help in learning the Scout Law, Oath, Motto, etc. This first rank badge should be earned as soon as possible.

Parents are encouraged to help the scouts learn the skills, but the scout must prove his own ability and be tested to be signed off. Parents can only sign-off the Pamphlet exercises for the rank of Scout. All other requirements are signed off by the Scoutmaster, Assistant Scoutmaster, or Jr. Assistant Scoutmaster.

A Scout that has passed any requirement, should be able to teach that skill to another.

The requirements for Tenderfoot, Second Class, and First Class can be worked on simultaneously. However, all requirements for lower rank must be completed before a higher rank is awarded (i.e.: Ranks are awarded in order).

As the scout participates in the weekly meetings and activities/outings, he will be able to learn the various skills needed to advance in rank while having fun. With effort and enthusiasm, it is possible for the New Boy Scout to advance in rank to First Class in approximately one year or less.

It is recommended that a scout working toward First Class, turn in his progress toward rank to the advancement committee, periodically, to keep the records current. This helps the PLC to plan activities which will help the scout fulfill needed requirements.

The skills and requirements are explained in the Boy Scout Handbook or (Current Year) Boy Scout Requirements.

## **Merit Badges**

The steps for earning Merit Badges are outlined in the Boy Scout Handbook:

Important points for scouts to remember are:

- 1) Get a Blue Card from your Advancement Chairman, and get it signed by the Scoutmaster.
- 2) Find a buddy
- 3) Get the Merit Badge Pamphlet - Check with the Troop Librarian
- 4) Contact the registered Merit Badge Counselor - Schedule a meeting
- 5) Complete as much as you can on your own
- 6) Schedule another meeting with the counselor, who will sign off completed requirements.
- 7) Turn in your completed Blue Card to your Advancement Chairman, after being signed by the Scoutmaster.
- 8) Receive your badge at a Troop Court of Honor

Remember, a minimum of two boys and two adults must be present for all Boy Scout activities and that requirements must be done individually and as written in the requirements book.

If you must buy a Merit Badge pamphlet, you may donate it to the Troop library when you have completed the badge. If it is in good condition, a current edition and the library is in need of it, \$1.00 will be credited to your BINGO account. -- Have the Librarian sign your written request to the Troop Treasurer.

## **Court of Honor**

This is the ceremony where the scout is awarded what he has earned. We have a Court of Honor (COH) approximately every three months during a Monday troop meeting. . Refer to the annual planning calendar for COH advancement deadlines, and COH Ceremony dates.

All Scout families are invited. Please bring a plate of cookies or refreshment to share if you wish

All rank advancements and merit badges officially earned and recorded with the Advancement Committee Chairperson BEFORE the will be recognized at the upcoming COH. Any rank advancements or MB earned AFTER the advancement deadline will be recognized at the following ceremony approximately 3 months later.

A Scout is expected to wear Full Class A (including sashes) to a Court of Honor. It is appropriate to wear any medals earned to any Court of Honor.

## **Eagle Court of Honor**

All troop families are always invited to come and celebrate with the Eagle and his family - Scouting's highest and most prestigious award: The rank of Eagle Scout. The boys in the troop are participants in the ceremony and are asked to help set-up and tear down. Please bring a plate of cookies to share.

## **ADULT ASSOCIATION**

### **Parental Involvement and Adult Leader Positions**

Parents are encouraged to participate in some capacity in the Scouting Program during the year. It is recommended that at least one parent from each family register as a committee member, and serve on the Troop Committee, or as an advisor to an activity. All families are asked to serve in at least three (3) support functions per year.

Adult positions include: Scoutmaster, Assistant Scoutmasters (Patrol Advisors), Committee Members (encompassing various duties) and others. Adult Leaders are available to advise, assist, and support the scouts carry out their program.

Registration puts you on the National Boy Scouts of America roster. Scouting is a volunteer organization. (Volunteer Expenses and Mileage can be tax deductible.)

Parents: please fill out a Troop Resource Survey. *For further information, see Troop Resource Survey form and turn it in to the Scoutmaster.*

For the safety of the boys there must ALWAYS be TWO-DEEP Adult Leadership. For outings with more than fifteen Boy Scouts, it is required that there be additional adults, AND, if there are more adults, that's even better. (More fun for the adults!!). For BSA Child protection guidelines, Scouts and Adult Scouters should use the buddy system. NEVER should an adult be one-on-one (and out of sight), with a boy, (other than his/her own child).

Adults who attend campouts or work with the Boys must attend the Adult Leader Training (Fast Start, New Leader Essentials, Scoutmaster and Asst. Scoutmaster Specific Training, and Introduction to Outdoor Leader Skills) to learn the methods and procedures of the Boy Scouts of America. This provides the Boys with consistency if all the adults know the guidelines expected. Adult Leader training is conducted twice annually, and consists of a one-day indoor session, and an exciting outdoor weekend session where the Patrol Method is learned and lived.

There are additional opportunities to attend official scout training, district roundtables, outdoor events, and Wood Badge Leadership Training just to name a few. See the "Hoosier Trails Signs monthly newspaper.

*(For further information, Get Trained!! and see - Troop Committee Guidebook and Scoutmaster Handbook)*

### **Merit Badge Counselors**

Serving as a Merit Badge Counselor is another important function that an adult can perform for the Troop. Job skills or hobbies may easily qualify you to work with small groups of interested boys to explore various fields or hobbies. The Merit Badge pamphlets are laid out with specific requirements for the scouts to fulfill, and contain most of the needed information. For further information, see individual MB pamphlets for specific details on what the scout must accomplish or demonstrate to complete his requirements.

Merit Badge sessions are scheduled by the MB Counselor but must follow the BSA guidelines of the "Scout Buddy System" and "two-deep leadership". The procedure explaining blue cards and paperwork is in the Boy Scout Handbook, and later in this publication.

A merit badge counselor is not required to be a committee member, but MUST fill out a special Adult Application form with Code 42 in the position box in addition to the Merit Badge Counselor Application. There is NO FEE involved with this Counselor position, however, Counselors are asked to renew their application annually. There is a Merit Badge Counselor Orientation Packet available from a member of the Advancement Committee.

*(For further information, see - Boy Scout Handbook, Merit Badge Pamphlets, (Current Year) Boy Scout Requirements, Scoutmaster Handbook, Troop Committee Guidebook)*

### **Troop Committee**

All parents are encouraged to become active committee members. As a committee member, you would attend meetings on the: **first Monday of each month at 7:10 PM** (see Troop Committee Chairman for schedule) and ending at 8:30 PM.

The Troop Committee approves the boys' plans and helps implement short and long term goals. The Troop Committee provides guidance and support for the scouts and scout Troop Program.

The Troop Committee Chairman leads the Troop Committee. See the Organizational Chart in the Troop Committee Guidebook.

It is recommended that Committee Members attend Adult Leader Training offered by the BSA. By becoming trained, a better understanding of the troop operation is achieved. Being trained also qualifies an adult Committee Member to participate in Boards of Review.

There are some specific jobs that the committee takes care of which allows the trained leaders to spend more time working with the boys. Some jobs such as treasurer, advancement committee, equipment and transportation coordinator last all year. Other jobs such as chairing a fundraiser activity or service project advisors are of short duration.

All Patrol/Troop outings/activities must have two deep adult leadership -- so come and join the fun!!!

## **PERSONAL GROWTH**

### **Service Projects - Service Hours**

The Scout Slogan is "Do a Good Turn Daily". Service Hours must be approved by the Scoutmaster. Traditionally, Troop 555 participates in Scouting For Food, Christmas, Night Watch at the Fall Festival, Ethnic Expo, Eagle Projects, Conservation Projects, etc.

To be counted for rank, the Scoutmaster must approve service hours. The Scoutmaster could possibly approve hours actually worked on another Scout's Eagle Project. Any size group can do Service in any capacity. Scout service is usually done in Class A uniform.

Many times the Scoutmaster or other Adult Leader is called and asked for Scouts to help their group. Often this is at the last minute. Try to help if you are available.

## **Older Boy Opportunities**

There are many opportunities outside of the troop for a Boy Scout.

Some include: Order of the Arrow, Summer Camp Staff, National Jamboree, World Jamboree, White Stag NYLT, Woods and Waters, NYLT, Venture Crew, High Adventure Camps, such as Philmont Scout Ranch, Florida Sea Base and Northern Tier Canoe Base , just to name a few..

*For further information, see: Boy Scout Handbook, BSA Fieldbook, Merit Badge Pamphlets (Current Year), Boy Scout Requirements, Patrol Leader Handbook, Patrol Record Book, Troop Program Features, Passport to High Adventure*

## **Order of the Arrow**

The Order of the Arrow is an honor organization for Boy Scouts and Adult Leaders. Troop members elect qualified fellow scouts to membership in the OA. OA members provide service to Scout Camp and at Camporees, and are eligible for other national activities. The Troop Committee Chairman may also elect one Adult Leader annually to the OA.

OA participation may lead to scouting activities outside the troop; regional, national, ceremonial teams, Philmont, etc.

# **LEADERSHIP DEVELOPMENT**

## **Positions of Responsibility**

Positions of Responsibility are required for the Ranks of Star, Life and Eagle include the four or six month terms mentioned previously in this publication. These are also listed in the “Eagle Rank Requirements” page of the Boy Scout Handbook and more detail is given in the Patrol Leader Handbook.

The Troop Committee Member in charge of Records (currently the Advancement Committee) must accurately record this, so please submit your start dates in writing and have your Patrol Advisor or Scoutmaster sign it.

Acceptance to serve in a position of responsibility within the Troop carries with it specific duties. A scout may be asked to sign a contract approved by the Troop Committee when accepting a position of responsibility. For more information, see the Patrol Leader Handbook.

All officers holding a Position of Responsibility are required to attend Leader Training. Failure to attend may be cause for removal from office unless there is an emergency situation or illness with parent's written excuse.

A Senior Patrol Leader is expected to attend virtually all Troop activities, including weekly meetings, Patrol Leaders Council, Troop outings, etc. during his term of office.

*Patrol leaders must not miss two PLC meetings in a row unless a true emergency occurs. The Patrol Leader sends his Assistant Patrol Leader or appointed Patrol representative.*

A Boy elected or appointed to a troop or patrol office can be removed from office if the Scoutmaster and Assistant Scoutmasters can prove that he is not doing his job and the boy has been adequately counseled.

## **Junior Leader Training**

The Scouting program teaches leadership and responsibility. The Junior Leader Training program established by the BSA has three phases. Scouts holding leadership positions participate in ongoing counseling with their “supervisor” and adult advisors to set goals and take steps to achieve them, during their term in office. Often there is a contract that the Junior Leader signs, to show his commitment .

Second, is a one day seminar (JLT) is held to develop the skills of team building, problem solving and leadership.

Third, is the weeklong Junior Leader Training Conference (JLTC, White Stag, Woods & Waters) which is held in a camping environment. This conference greatly enhances the Scout's confidence and leadership skills.

## SCOUT UNIFORM

### Uniforms

While the Boy Scout uniform is not inexpensive, it is of good quality and it is very durable. More often than not, you will see a boy outgrow his uniform well before it becomes worn out.

We expect each Scout to have, as a minimum, one Class A tan scout shirt (complete with all patches and rank, badges sewn correctly in place), a troop neckerchief (red with blue trim), scarf slide (handmade or purchased), and hat (baseball style scout cap, red & green with BSA golden fleur-de-lis,).

We expect the boys to wear uniforms enthusiastically to each weekly meeting as well as to other scouting activities. The "Class A" uniform should be worn whenever in "public"

We encourage the boys to wear Scout shorts or long scout pants with regulation BSA web belt and the official red-topped scout socks.

Class B (Activity) uniform includes the blue embroidered Troop 555 T-shirt (or activity specific T-shirt) and scout socks and shorts w/ web belt. This blue shirt is worn only in the campsite or when/where designated by the Scout Master.

A Scout designated by the SPL or SM records the attendance/uniform inspection at each meeting or activity. This inspection form is then turned in for "Flodder Bucks". More about the "Flodder Bucks Annual Auction" later in this handbook.

If a boy comes directly from a sports activity, we ask that he bring his scout uniform with him and change before participating in scout activities.

Also considered part of the uniform, and in keeping with the Scout Motto "Be Prepared" is the official Boy Scout Handbook, a notebook, and a pen or pencil.

## **Uniform Purchases**

New uniforms and other Scouting supplies and equipment are available from the Hoosier Trails Council Trading Post, 5625 East SR 46. Bloomington, Indiana. Credit Card orders from the Scout Catalog may be placed by calling (800) 844-6809. Purchases can also be made from the National Supply Division's website, [www.scoutstuff.org](http://www.scoutstuff.org). Jackets, sashes, etc. can be added as desired.

For special events (high adventure trip, Jamboree, and others), each participating scout will be REQUIRED to have full Class A uniforms. These requirements will be covered on an individual event basis.

## **Flodder Bucks**

Why would the scouts want to collect Flodder Bucks?

Each year, currently in the spring, we hold a fun Flodder Bucks auction. The scouts use their Flodder Bucks to bid for items. The auction is named after Jerry Flodder, former Scoutmaster, who originated the reward system in Troop 555. He has returned to be the wild and crazy auctioneer many years.

Flodder Bucks are earned as a result of attendance, and wearing of the uniform at meetings and on outings. Scouts, Troop Committee Members, and Parents donate items or get donations from businesses.

*Bonus Flodder bucks are also earned by extra effort on the part of the Boy Scout and parental involvement.*

At the auction, no "pooling" of bucks is allowed and the boys are discouraged from running up the price if they don't want the item.. Since a Scout earns Flodder Bucks for attendance, a Scout must attend the auction to spend his bucks. (No transferring of bucks).

# **FINANCES AND FUNDRAISING**

## **FINANCES**

February is the month that we re-charter each year. In addition to their annual \$ 20.00 recharter fee, the Knights of Columbus (our Chartering Organization) generously gives the troop a donation to support the Scouting program. This goes into the troop general fund.

The Troop 555 general fund goes toward operating expenses of the troop. Some examples include advancement supplies – patches / pins, Eagle Ceremonies, camping equipment – tents / stoves / trailer / fuel, / repairs, Paper, postage, and other supplies used by the Scouts and Troop Committee, etc.

## **BUDGET**

The troop operates on an annual budget. For more detail contact the Troop Treasurer.

## **FEES / COSTS (Revised 4/04)**

### **Boy Scouts - Transfer (from Webelos or another Troop)**

An initial "good faith" deposit of \$ 20.00 into the Scout's B.I.N.G.O. account is required BEFORE going on the first outing. This money will be used for camping or other troop expenses incurred by the Scout. \*1 (see footnote).

1. Troop 555 will absorb the \$ 1.00 transfer fee charged by Hoosier Trails Council.
2. Troop 555 will provide the Troop Neckerchief *(as long as the scout recharter in February)*.
3. Troop 555 will provide the Quality Unit patch, Patrol patch (after assigned to a permanent patrol), Rank, Merit Badge and other advancement awards earned.

The Scout is required to have (new or used) the Official BSA Tan "Class A" shirt with the proper Boy Scout Insignia (mentioned below).

The Scout should, acquire on their own (new or used) the following uniform parts:

1. Official BSA Boy Scout Cap
2. Official BSA Boy Scout Web Belt
3. Official BSA Boy Scout Socks
4. Official BSA Boy Scout Shorts and / or Pants (from the Scout Catalogue or HTC Scout Center)

It is assumed that the transfer scout is already receiving one Boys Life subscription per household. If not, the prorated amount of \$9.00 Boys Life subscription will be charged to the individual boy's B.I.N.G.O. account.

**Boy Scouts – NEW** - Same as transferring Scout EXCEPT: An initial deposit of \$ 36.00 will be required. Scout will be charged "prorated" amount of \$7.00 BSA Annual membership, \$ 9.00 for Annual BOYS LIFE \*2 (see footnote) as charged by HTC

**Boy Scouts - Renewing** - \$30.00 to be withdrawn from B.I.N.G.O. Account on Feb 15 each year, pending they plan to recharter with the troop. This includes \$7.00 BSA Annual membership, \$ 9.00 for Annual BOYS LIFE \*2 (see footnote) Subscription, and \$ 14.00 to the troop general Fund \*3 (see footnote).

**Adult Scouters – Transferring** (SM, ASM, CC and Committee Members)

Troop 555 will absorb the \$ 1.00 transfer fee charged by Hoosier Trails Council. \*4 (see footnote) \$10.00 will be withdrawn from B.I.N.G.O. Account on Feb 15 each year, pending they plan to recharter with the troop.

**Adult Scouters – NEW** (SM, ASM, CC and Committee Members)

Scouter will be charged "prorated" amount of \$7.00 BSA Annual membership as charged by HTC. \*4 (see footnote) \$10.00 will be withdrawn from B.I.N.G.O. Account on Feb 15 each year, pending they plan to recharter with the troop.

(Footnotes)

**\*1 These charges could include:**

- Camping fees (approximately \$10-20 per campout)
- \$ 9.00 for Annual BOYS LIFE Subscription (or prorated for remainder of charter year, if already receiving, i.e. Pack 555 scouts will pay 2 months of Boys Life @ \_\_\_\_\_ per month)
- Boy Scout Handbook \$7.95 (if purchased through the troop)
- Boy Scout Neckerchief Slide \$2.20 (if purchased through the troop)
- Boy Scout Uniform Insignia consisting of Hoosier Trails Council Patch \$\_\_\_\_\_, Numeral Patch "555" \$1.50, World Crest Emblem \$ 1.20, Red shoulder loops \$1.65, (if purchased through the troop)
- (One or Two) Troop 555 Blue "Class B" T-shirt \$ 8 (needs by Camp)

\*2 If a Scouting family has more than one registered Boy / Cub Scout and wishes to receive only ONE BOYS LIFE subscription per household, the Scout family will receive a discount of the amount of \$ 9.00 for Annual BOYS LIFE Subscription from the \$30.00 registration fee per each additional boy scout, as long as each household receives at least one Annual BOYS LIFE Subscription.

\*3 This amount goes into the troop general fund and will help defray the cost of patches / badges. A Scout earns an average of 3-10 Merit Badges or Badges of Rank per year. The cost is as follows: Merit Badges cost \$1.10 to \$2.50 Each. Badges of Rank cost \$2.00 to \$3.50 each. Quality Unit Patch is \$0.75. Positions of Responsibility Badge are \$2.00 - \$4.85. Patrol Patches are \$ 1.65. Any "Activity Patches" i.e. Camporee, etc will be included in that particular activity fees.

\*4 Troop 555 will provide the Troop Neckerchief (as long as the scouter recharter in February). Patrol patch, position patch and other earned patches will be awarded (funded) by the troop general fund. If Adult chooses to get BOYS LIFE in addition, a \$9.00 subscription will be paid by the adult.

If anyone would like to discuss this policy, please contact the Troop Committee Chairman, Treasurer or the Scoutmaster.

## **FUNDRAISERS**

The Troop also conducts periodic fundraisers, from which the proceeds CAN BE designated for a specific purpose (example: buy new tents, etc.), or split 50/50 between participating Scouts and the Troop general fund. This is designated before the fundraiser. In the case of the 50/50 split, the participating Scout's B.I.N.G.O. account is credited for the appropriate amount due from his fundraising effort.

During 2001 it was approved that fundraisers can be designated so that proceeds can be distributed in three different ways. The default allocation is #1 below. A vote is required in Committee to vary from the default mode\*.

1. 50% profits to Scout or Scouter BINGO accts / 50% profits to Troop general fund (typical)
2. 50% profits to Scout or Scouter BINGO accts / 50% profits to specific fund raising item (i.e. tents)
3. 100% profits earmarked totally for special fund raising item or event/activity.

\* It was voted that for popcorn sales, 75% of the profits would go to Scout and Scouter BINGO accts.

Fundraisers are held every month throughout the year, which enable a scout to work and pay his own way. Some examples of fundraisers are:

- < Working the Bingo food concession (scout and parent) at the Knights of Columbus.
- < Working the Paper Drive (scout and parent) run predetermined routes to collect newspapers for recycling.
- < Selling Christmas Wreaths.
- < Selling BSA Popcorn.
- < Other Activities which are approved by the Troop Committee.

In addition to fundraising efforts, it may at times become necessary for Scouts to supplement their B.I.N.G.O. account with personal funds to pay for outing and camp expenses. Scouts are encouraged to take full advantage of troop fundraising opportunities to minimize these situations. As described in the B.I.N.G.O. Account section, a positive balance is required before attending an outing.

## **B.I.N.G.O. Account - Boys Individual Net Gain Opportunity**

Each Scout / Scouter will be set up with an individual account with the Troop Treasurer. This account is to be used only for Scouting events and equipment. Quicken Software is used.

Deposits may be made to the Troop Treasurer at any time throughout the year. This is a non-interest bearing account, but "Flodder Bucks" can be awarded for maintaining a positive balance as reported by the Troop Treasurer.

Money will be credited (added) to an account as a result of fundraisers that the scouts do throughout the year. Sometimes there is a delay in receiving monies, causing a delay for the payment to show up on your account. Contact the Troop Treasurer or Bingo Coordinator (both members of the Troop Committee) if you have a question or concern.

**Note: Effective October 1, 1997 - You cannot attend the next outing unless your account has a positive balance.**

Special needs cases may be discussed with the Scoutmaster or Troop Committee Chairman. Scholarships and Camperships can be available for Scouts in need.

When you participate in an outing or go camping, expenses like food, camping fees, etc. will be debited (subtracted) from your account.

You may also have Troop 555 order your supplies from Hoosier Trails Council or Campmor Catalogue and have that money deducted from your B.I.N.G.O. Account. You may take money out of your B.I.N.G.O. account to put towards the purchase of personal camping gear and equipment. See the Troop Treasurer for details.

New uniforms and other Scouting supplies and equipment are available from the Hoosier Trails Council Trading Post, 5625 East SR 46. Bloomington, Indiana. Credit Card orders from the Scout Catalog may be placed by calling (800) 844-6809. Jackets, sashes, etc. can be added as desired.

The Troop Treasurer will issue you a statement periodically to keep you posted of your financial situation.

Any request for reimbursement (submit cash register receipts, with explanation) of troop money spent by any individual must be submitted to the troop treasurer within thirty days. Unless an extension is granted within the thirty-day period, payment may be denied.

### ***How to read your personal register report: (An example)***

- \_ Your name is located on the top left corner of the register report; make sure it is your name.
- \_ Your account balance at the end of the prior year is the first line item.
- \_ A list of line items details your deposits (savings) and expenses (charges) for the year-to-date. Please check that you agree with all the line items listed, and that none are missing.
- \_ The year-to-date total is listed followed by the BALANCE {date}. A POSITIVE BALANCE means money owed to Troop 555. A NEGATIVE BALANCE means your account has money in it.
- \_ The reason for the backward numbers is the account is setup as a Troop 555 liability. This convention is **opposite** on the Troop Newsletter. Please pay positive balances to Troop 555.
- \_ Total inflows are your spending (positive line items). Inflows give you an idea of how much and how many activities you participate in.
- \_ Total outflows are your savings (negative line items). Outflows give you an idea of how many fundraisers you are involved in.
- \_ NET TOTAL is your balance.

### **Closing a B.I.N.G.O. Account**

A Scout B.I.N.G.O. account is closed when a Scout is no longer an active member, moves away, or is 18 years old at which time he may open an Adult B.I.N.G.O. account. If the account to be closed has a positive balance, the Scout must pay the balance due to Troop 555 - see Troop Treasurer. If the account balance is negative, the balance can be

withdrawn or donated to the Troop 555 general fund. Contact the Treasurer for any questions on closing a B.I.N.G.O. account.

## COMMUNICATION AND STAYING INFORMED

### Troop 555 Website

New in 2002 is a troop website [www.555bsa.org](http://www.555bsa.org). Consult this site for all your information including calendars, upcoming events, meeting minutes, outing photos, and much more. The site will continue to be enhanced throughout 2002 with BSA links and great information to enable our Scouts and Adult Scouters to get the most out of their participation in our Troop and Council. The website will have a public area with general non sensitive information, as well as a password secured area where we can post members names, patrol rosters, phone lists, etc. We will follow strict youth protection guidelines in maintaining the public and private (password protected) areas of the website. The site structure and content are the responsibility of the Committee Chairman, the Scoutmaster, and the Committee adult WEBMASTER.

### Communications

Stay informed. If you miss a Troop Meeting, call your Patrol Leader, the SPL, ASPL or the Scoutmaster, or Troop Committee Chairman (in that order).

Phone lists are updated periodically. Get your paper copy from someone who has the Troopmaster Software within our Troop.

The Boy Scouts of the Troop, with the Troop Scribe as Editor-in Chief, publishes a monthly newsletter, "Smoke Signals". All reports regarding troop/patrol outings/activities, Merit Badge classes, etc. should be given to the Troop Scribe in writing, on a PC floppy disc, or electronically (email) by his deadline, for the monthly "Smoke Signals" Newsletter. Each Patrol Scribe should submit a MONTHLY REPORT to the Troop Scribe in writing, on a PC floppy disc, or electronically (email) by his deadline.

Many activities are discussed at the monthly parent Troop Committee meeting. If you, as a parent or guardian, cannot attend this meeting, contact the Troop Secretary for a copy of the minutes. If you have access to e-mail, please provide your e-mail address to the Troop Committee Chairman and/or Troop Committee Secretary for prompt copies of all committee minutes and communications.

Many announcements / and reminders are sent via email regarding troop activities.

Registered Boy Scouts receive Boys Life Magazine.

Registered Adults receive Scouting magazine and the Hoosier Trail Signs ten times annually.

### Planning/Scheduling

The calendar of events is constantly being updated. Listen for announcements at the weekly Troop Meetings for activities or MB classes being offered. If you miss a meeting, call or email your Patrol Leader, SPL, Patrol Advisor, or the Scoutmaster to get an update.

The *Annual Planning Conference* is held in August to plan the themes and major activities for the next twelve months. Any major trips / High Adventure Activities are discussed and penciled in at this time. Each Scout has input by submitting this to his Patrol Leader.

Our troop normally has at least one troop / patrol activity each month. The activity can take on many forms, one day or a weekend indoor / outdoor trip. Generally, unless there is a holiday conflict, Outings/Campouts are scheduled near the end of the month.

After the calendar has been put together by the Patrol Leaders' Council, it is presented to the Troop Committee for review and approval.

At the monthly Patrol Leaders Council the future month is planned according to the Annual Plan. The weekly Troop Meetings follow an agenda. Each meeting's agenda is established and Patrol assignments are made. The agenda for each troop outing is also planned and approved by the PLC.

There are 36 months worth of agendas as well as several hundred games/activities in the Troop Program Features (formerly Woods Wisdom). The SPL and ASPL each have a copy. Your Patrol Scribe or Patrol Leader should have a copy of the Program Activities Section (games & patrol activities) of the Troop Program Features.

The success of the weekly Troop Meetings depends on each Patrol doing their part of the agenda. If Troop Meetings are boring, then talk to your Patrol Leader or SPL and offer suggestions / activities to do. Scouts are encouraged to give their ideas to their Patrol Leaders so that the Patrol Leaders' Council can schedule an interesting variety of activities.

## MEDICAL AND INSURANCE

### Medical forms

Medical forms and permission slips are necessary and very important. Accidents can happen at any time and the Adult Leadership MUST be able to react quickly.

These forms give the attending Medical Professional information on medicines that can cause an allergic reaction, phone numbers of whom to call in case of emergency, PARENTAL RELEASE FOR LIFESAVING TREATMENT, etc. It is important that this information be kept current with the Scoutmaster.

Class 1, 2 or 3 Medical Forms are required before attending summer resident camp.

- Class 1 - To be filled out annually by all Scouters and parent/guardian of the Boy Scout. This form gives current information of the participant.

- Class 2 - This is required of all participants under 40 years old. To be filled out every 36 months by a physician. The doctor's section should be completed as soon as is practical. Copies of sports physicals can be used if they are attached to the Class 1 form.

In the case of some high adventure activities, a Class 3 form may be required, regardless of the participant's age.

- Class 3 - To be filled out annually by all participants age 40 and over. The Class 1 form should also accompany this form. You should return the completed medical forms to the Troop Committee Health Officer as soon as possible.

The Adult leaders carry a copy of the medical forms on outings. *A parent should bring, in writing, any temporary or special concerns regarding medications or medical conditions to the attention of the Scoutmaster (or Adult Leaders going on the outing) prior to departure, or be sure to note it on the current permission slip.*

### Insurance

Accident and Sickness Insurance is provided by the council in your annual registration fee. This policy, which covers both boys and adult leaders, is a secondary policy. The plan provides coverage for injuries incurred while participating in any activity approved and supervised by the BSA and while traveling to and from these activities.

Please note that the sickness must first manifest itself while traveling to, at, or returning from a Boy Scout Council approved activity. This insurance is only in effect if a tour permit has been filed and approved with the Council Office two weeks prior to departure.

## TROOP AND BSA RESOURCES

### **TroopMaster Software**

The Troop owns a very nice software program. It is available to any Scout / Scouter registered within the troop. The license was set up for multiple users.

This software program is extremely helpful in maintaining Advancement & Attendance Records, producing MB counselor and phone lists, mailing labels and sign up sheets.

You can get your copy of the software program from the Advancement Committee. You will get one set of disks for the software and another set of disks with the troop's data. Install the software program first, then install the data disk when prompted.

Then you have all of the information electronically within your computer. You can use this tool for Patrol planning or you can print out your advancement, get it signed by the Adult Leader and turn the paper in for Advancement.

The best time to get updated data is after a court of honor or after new members has joined. To get updated data, simply give a disk with your name on it to the Advancement Chairman.

**CAUTION:** If you track your own advancement records, print out any changes that you made on your report BEFORE installing updated data from the Advancement Committee. Any changes that you have made on your own computer will be lost when you install the update.

## **TROOP RESOURCES:**

Boy Scout Handbook  
BSA Fieldbook  
Merit Badge Pamphlets  
(Current Year) Boy Scout Requirements  
Patrol Leader Handbook  
Patrol Record Book  
Troop Program Features - Vol 1, 2, 3 (formerly Words Wisdom)  
Troop Program Resources  
Scoutmaster Handbook  
Troop Committee Guidebook  
Guide to Safe Scouting

## **WEB RESOURCES (only a few):**

Troop 555 Home Page <http://www.555bsa.org>  
Lenni Lenape District Homepage <http://boyscouts.hsonline.com/>  
BSA official website -- <http://www.bsa.scouting.org>  
Advancement Requirements and Merit Badge <http://www.meritbadge.com>  
Scoutstuff.org -- BSA Supply Division <http://www.scoutstuff.org>  
Scout skills, and other resources <http://www.scouters.com/> OR <http://www.macscouter.com> OR <http://www.netwoods.com>  
Guide to Safe Scouting -- search <http://www.scouting.org/nav/about.html>  
Order of the Arrow search page <http://www.oa-bsa.org>  
Order of the Arrow Nischa Chuppecat Lodge 212 <http://www.oa-bsa.org/>  
<http://www.geocities.com/nischachuppecat212>  
White Stag Leadership Training [http://www.whitestag.org/patrol\\_method/index.html](http://www.whitestag.org/patrol_method/index.html)  
Great resource for the Eagle Scout, includes planning guides, to ceremonies [www.eaglescout.org](http://www.eaglescout.org)  
High Adventure Bases: <http://www.indianhead.org/activity/highad/bscamps.html>  
Camping equipment [www.backpacking.net/](http://www.backpacking.net/)