



# **BSA TROOP 918**

Severna Park, MD

Chartered Organization:

Our Shepherd Lutheran Church

400 Benfield Road

Severna Park, Maryland 21146

## **TROOP HANDBOOK**

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## TROOP 918 HANDBOOK

Welcome to the **BSA Troop 918** Scouting family. The Scouting family is essential to the success of the Scouting movement.

The purpose of this handbook is to provide you with general information about **Troop 918**, Scouting in general, as well as our policies and procedures. We hope to provide you with answers to common questions, give guidelines as to what is expected from Scouts, adult leaders and parents, and to outline how our Troop operates.

### ABOUT TROOP 918

**BSA Troop 918** is part of the **Four Rivers District** which encompasses most of Anne Arundel County. The District runs programs like Roundtable, Camporee, and various training efforts like the Leader-Specific Training and Outdoor Leader Skills. The Four Rivers District is part of the Baltimore Area Council. Councils typically operate Scout camps and reservations such as Baltimore Area Council's Broad Creek Memorial Scout Reservation in Harford County, MD. The **Baltimore Area Council** is chartered by the **BOY SCOUTS OF AMERICA**, headquartered in Irving, Texas.

**Troop 918**, founded in 1972, is sponsored by **Our Shepherd Lutheran Church** located at 400 Benfield Road, Severna Park, MD 21146, which is our Chartered Organization. A Chartered Organization Representative acts as a liaison between the church and the Troop.

The ideals of Scouting are stated in **the Scout Oath, Scout Law, Scout Slogan, and Scout Motto**. Each Scout in the Troop is encouraged to strive for these ideals, and should memorize and understand them to begin his advancement program. They are listed in [APPENDIX A](#).

### BOY SCOUTS OF AMERICA

The Boy Scouts of America was founded in 1910 and is part of the worldwide Scouting movement started by Lord Baden Powell. Scouting emphasizes as its goals character, citizenship and fitness. For older and more experienced Scouts, leadership positions provide important growth opportunities.



The Boy Scouts of America website is a wealth of up-to-date information regarding the Scouting program.

Visit the website at:  
[www.Scouting.org](http://www.Scouting.org)

## YOUTH LEADERS & SCOUT ORGANIZATION

In Scouting, boys actually run the troop under the guidance and direction of the adult Scoutmaster and adult Assistant Scoutmasters. **Troop 918**, like all Boy Scouts Troops, uses the **PATROL METHOD** (Visit the BSA website [www.Scouting.org](http://www.Scouting.org) and search “PATROL”.)

The troop is broken down into groups called patrols, generally consisting of six to nine boys. Your son will be assigned to a patrol. The configuration of patrols depends on many things, including how many Scouts are in the troop, how many new Scouts (under First Class) are in the troop, how many older Scouts are in the Troop, and if a group of boys is preparing for a high adventure trip. While each boy will be assigned to a patrol for regular troop activities, temporary patrols are occasionally established to ensure there are enough Scouts to implement the Patrol Method for a campout. If a patrol is comprised of younger Scouts, a Troop Guide may be assigned to help them.

## ELECTIONS

Elected semi-annually by the boys in the troop, **PATROL LEADER (PL)** acts as the head of the Patrol. The Patrol Leader is responsible for appointing an **ASSISTANT PATROL LEADER (APL)**. In addition, elected **SENIOR PATROL LEADER (SPL)** is elected annually. The SPL is typically an older Scout, and is responsible for the overall operation and success of the Troop. He works with an **ASSISTANT SENIOR PATROL LEADER** who is responsible for most of the other Troop Leader positions and for taking over in the Senior Patrol Leader's absence. The Senior Patrol Leader appoints the Assistant Senior Patrol Leader(s) with Scoutmaster guidance. In addition, there are a number of **Troop Leader positions, for example, Quartermaster, Chaplain Aide, and Scribe**. Descriptions can be found in **Troop 918's LEADING THE WAY HANDBOOK** on the Troop's Scoutlander website (<http://scoutlander.com/publicsite/unithome.aspx?UID=37256>).

Elections are held approximately every six months, with elected leaders taking office in March and September. Senior Patrol Leader is an exception. He is elected annually, usually in September. **JUNIOR LEADER TRAINING (JLT)** will be scheduled to train the new youth leaders in the responsibilities of their respective offices. This program is a joint effort by both the adult and youth leadership.

Training junior leaders is a continuous process. It happens informally through Troop meeting programs and Scout interaction. In addition, members of each **PATROL LEADERS COUNCIL (PLC)** are provided with a **troop-level JUNIOR LEADER TRAINING (JLT)** experience. Senior-level Scouts are offered the opportunity for advanced training through the Council's **National Youth Leader Training (NYLT)**.

## WHO PLANS THE TROOP ACTIVITIES?

The Patrol Leaders' Council (PLC) serves as the planning board of the troop. They make the decisions with Scoutmaster oversight. At monthly PLC Meetings, the youth leadership plans weekly troop meetings and monthly outings. At an Annual Patrol Leaders Council (APLC), the youth leadership plan the general direction of the troop for the following year. The PLC is ultimately responsible for the functioning of the entire troop.

## ADULT LEADERSHIP

The troop is always interested in the talents that any adult can offer our Scouting program. Please complete and submit a **Troop Resource Survey** (found on the Scouting.org website) to the Committee Chair so our Scouts and Scouters can learn from your expertise. Also visit the **Troop 918** Scoutlander website where there is a list of adult volunteer opportunities, including a link to the Troop Resource Survey.

## SCOUTMASTER AND ASSISTANT SCOUTMASTERS

The adult leaders for the boys are the Scoutmaster and Assistant Scoutmasters. The **Scoutmaster** is approved by the Troop Committee and serves a renewable term of one year running from January through December. During this term of office, the Chartered Organization Representative and the Committee Chair review the Scoutmaster's job performance on an annual basis. This is for the purpose of ensuring the satisfactory running of the troop and improving communication between the Committee and the adult leadership. Assistant Scoutmasters are appointed by the Scoutmaster and approved by the Troop Committee.

Adult leaders are trained at the District level through the basic training including Scoutmaster-specific training and a class entitled "[INTRODUCTION TO OUTDOOR LEADER SKILLS](#)" which combines classroom training and an outdoor practical experience.

Training is not only for Scoutmasters or Assistant Scoutmasters. There are numerous training opportunities throughout the year for parents of Scouts and can be found on the BSA website, in addition to Council and District websites. Of particular interest is **UNIVERSITY OF SCOUTING**, an annual, one-day training event for parents and troop leaders in which a variety of sessions are offered—from the basics of Boy Scouts to new leader training, advancement, activities, ceremonies and administration. Information about current year University of Scouting can be found on the Baltimore Area Council website (Visit: <http://www.baltimorebsa.org>)

In addition, on-line classes are available through the BSA [my.scouting.org](http://my.scouting.org) website.

- [LINK: BSA TRAINING](#)
- [LINK: BSA MY SCOUTING](#)

## TROOP COMMITTEE

Supporting the troop is the **Troop Committee**. The Committee is a group of men and women - some parents, some not - who have agreed to help the troop in a support capacity. In effect, they serve as the troop's Board of Directors. Their primary responsibilities are assuring adequate and trained adult leaders, approving major expenditures, overseeing the general program, assisting with advancement and providing whatever assistance is necessary for the effective operation of the troop.

The **Troop Committee** consists (at a minimum) of a **Committee Chair, Treasurer, Advancement Chair, Secretary, and Outdoor/Activities Coordinator**. These five positions, plus the Chartered Organization Representative, constitute what **Troop 918** calls the "Executive Committee". As described in our by-laws (separate document), the Executive Committee can make certain financial and administrative decisions on behalf of the entire committee. The primary responsibility of the Troop Committee is to support the Scoutmaster in ensuring the program's success. New parents are encouraged to join the Committee. Experience is not necessary. The Committee meets on the third Monday of each month during the regularly scheduled troop meeting.

### **Committee Meetings:**

**3rd Monday of  
Each Month  
7:00 P.M.**

**All Parents are Invited  
& Encouraged to  
Attend!**

All Committee members must be registered and pay the annual fee to the **BOY SCOUTS OF AMERICA**. A listing of Committee positions and descriptions can be found in the **BSA TROOP Committee GUIDE** and **TROOP BY-LAWS**. Ask the Committee Chairman for copies of these documents.

## CHARTERED ORGANIZATION

Our Shepherd Lutheran Church is **Troop 918's** Chartered Organization. They hold our "charter" from BSA and the Baltimore Area Council. (Think of it as the franchisee.) They are responsible for ensuring we conduct our Scouting and business activities in accordance with BSA guidelines and also within the church's aims and values. They provide us meeting, activity, and storage space, and in exchange, we provide occasional service to the church and



outreach to the community under their auspices. In the past, we've helped maintain outside spaces, supported Winter Relief, participated in Scout Sunday church services, and even shoveled snow to ensure safe entry to the church. A member of the church's leadership team is the troop's Executive Officer, but they delegate oversight and limited authority to the Chartered Organization Representative.

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## YOUTH PROTECTION

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YOUTH PROTECTION TRAINING is mandatory for all adults that participate in **Troop 918** activities. Training is available online and in-person, and is good for two years. Once complete, please print off your certificate and provide to the troop's training representative. (Visit [www.Scouting.org](http://www.Scouting.org) and enter "Youth Protection".)



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## COMMUNICATIONS

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Communication among Scouts, adult leaders and parents happens in three ways:

1. **SCOUTLANDER:**

- a. Email communications between Scouts, Leaders & Parents;
- b. Specific details for each event;
- c. RSVP access to all events;
- d. Links to troop forms and documents;
- e. Link to fund Scout Account using PayPal (checks also accepted by Treasurer);
- f. Links to useful websites.

2. **WEEKLY SCOUT MEETING:** During the closing ceremonies of each weekly Scout meeting, important information is relayed to all. Scouts and parents, please listen attentively!

3. **SCOUT-LEVEL COMMUNICATION:** Communication travels from the Senior Patrol Leader to the individual Patrol Leaders to your sons, verbally during meetings, often by e-mail, and occasionally by phone tree. Sometimes the clarity of advance notice is not what we expect at the adult level. If you and your son are unclear about an issue:

- a. Your Scout should first contact his Patrol Leader.

- b. If questions still exist, your Scout should contact the Senior Patrol Leader.
- c. If the issue remains unresolved, your son can contact his Patrol Advisor or any adult leader.

Adult support of the Scout-centered communication chain is important and adults should only directly contact a Senior Patrol Leader or Patrol Leader in an emergency. In other words, parents should reach out to the SPL or PL only as a last resort.

## DUES & FINANCES

Scout dues, including BSA Registration Fees, are paid annually at a rate established by the Troop Committee. Dues are used to purchase troop equipment, supplies and campsite registrations. Additional funds are obtained through troop fundraising activities and individual activity fees. Committee members pay annual dues that are set by the **BOY SCOUTS OF AMERICA**.

- Additional funds are collected to cover the costs of camping trips and other activities. This fee covers food and other activity fees. Monthly campouts are generally \$25 per Scout and \$15 per adult. Summer camp is generally around \$400.
- **Troop 918** budgets for most activity-related expenses. Please ensure any expenditures you make are reimbursable if you expect reimbursement, i.e., please don't purchase something without Scoutmaster approval (for activities) or committee approval ("capital" items) beforehand. Reimbursement requests with receipts are to be submitted through the adult in charge of the event. Requests for reimbursement for activity expenses from troop funds should be submitted within 30 days of the event. The check request form is found on the troop website or through the [CHECK REQUEST FORM](#) (VISIT [WWW.BSATROOP918.ORG](http://WWW.BSATROOP918.ORG), DOCUMENTS).
- The troop strives to maintain an annual balanced budget, with a reserve for contingencies. Also, from time to time, the troop may plan a capital purchase, such as a new trailer, which may be a multi-year process. The troop treasury is subdivided into the troop account and individual Scout Accounts.

## TROOP ACCOUNT

The troop account is used to purchase durable supplies (tents, cooking equipment, etc.), purchase badges and other awards, and fund troop activities, such as Courts of Honor.

## SCOUT ACCOUNTS

The troop sets up individual accounts for each Scout. Parents can deposit funds via check to the treasurer or by PayPal using the link on the troop's Scoutlander website. Scout Accounts can also be supplemented by fundraising opportunities (see below). These monies may be used for monthly camping, high adventure, summer camp, or other Scout activities.

If the Scout resigns from the troop for any reason, any remaining monies (after covering arrears) earned through troop fundraisers will revert to a sibling's account or to the troop's general account. Remaining money that has been deposited directly (not the result of a troop fundraising effort) into a Scout Account will be returned to the Scout.

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## FUNDRAISING

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Throughout the year, **Troop 918** sponsors fundraising activities, specifically a fall popcorn sale. Fundraising is part of the character-building process for the Scouts and it helps to teach them about fiscal responsibilities. These fundraising events are designed to help the troop treasury and, on occasion, the Council. The money that is raised goes towards the many needs necessary to efficiently run the troop.

After specific fundraising activities, a specified percentage based on the Scout's level of participation in the event is placed in that Scout's account. The Troop Committee will determine the percentage and disclose it at the beginning of the activity. This decision is based upon the status of the troop treasury.

The troop "Operating Budget" relies on two main sources: troop dues and the troop share of the council-sponsored popcorn sales. The troop dues portion generally covers the cost of advancement and training material. The remainder of the troop budget is covered by the troop's portion of popcorn sales.

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## TROOP SCHOLARSHIP/CAMPERSHIP

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The troop leadership and Troop Committee recognize that financial hardships are a part of life and that families have to make difficult financial decisions in order to get through hard times. The Leadership and Committee feel that no Scout should miss out on any Scout-related function due to financial constraints. The only requirements requested of the Scout are: to remain active in the troop, participate in fundraising activities and show Scout spirit. Requests for a waiver of activity fees or dues should be directed to the Scoutmaster or Committee Chair who will keep the request in strictest confidence.

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## MEDICAL

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The troop is committed to the health and safety of all. It tries to accomplish this through a sound prevention program. However, accidents do happen, and the troop is ready if it does.

The troop has a complete first aid kit, adults with medical training, and a medical record on file for each Scout and adult.

Prior to participation in any troop activity the troop must receive a completed **BSA Annual Health and Medical Record (AMHR)** Parts A & B from each participant, including parents, guardians, siblings, youth, staff, and unit leaders. Parts A & B are completed and signed by a parent or guardian of the Scout and do not require a doctor's signature. Scouts and participants must include a copy of both the front and back of the participant's current insurance card; it is important that the troop have correct insurance information.

In addition, if the Scouting event is to last longer than 72 hours (i.e., Summer Camp, Philmont), Part C of the BSA Annual Health and Medical Form is needed, signed by a medical professional. Though Part C is only required for participation in events lasting longer than 72 hours, all BSA participants are encouraged to complete this Pre-Participation Physical during an annual physical performed by a medical professional. Part D is required for High Adventure trips.

The BSA Annual Health and Medical Form needs to be updated every 12 months. An AHMR is valid through the end of the 12th month from the date it was administered by your medical provider. For example, a physical administered August 3, 2014, would be valid until August 31, 2015.

BSA Medical Forms are held by the Scoutmaster or his representative, to be available at every troop event or outing.

#### **SAFETY AND NON-REGISTERED ADULTS AND YOUTH TROOP POLICY**

The responsibility to ensure that each Scout and adult stays safe while functioning on any Scouting activity rests with the Scoutmaster who will have the final say in all issues that affect the safety of the troop. The troop, as its policy, will adhere to the [BSA GUIDE TO SAFE SCOUTING](#) (or visit [www.Scouting.org](http://www.Scouting.org) and search "Guide to Safe Scouting")

A BSA Activity Consent Form must be completed and signed by a parent or guardian on an annual basis. In addition, BSA recommends and **Troop 918** requires event-specific permission slips with emergency contact information and signed by a parent or guardian are required before the Scout participates in the event

Adult relatives who are not registered with **Troop 918** may participate in troop activities (e.g. campouts, fun nights, day trips, etc.). Youth must be registered with Venturing or considering joining **Troop 918**, and approved by the Tour Leader. Please see [APPENDIX E](#) for additional information.

## MEETINGS

Scout meetings and outings are planned using the following guidelines where possible or practical:

- Weekly Troop Meetings
- Monthly Patrol Leader's Council meeting
- Monthly Troop outing

Meetings are held from the start of the school year through Summer Camp and then every other week until school starts in August. Scouts are expected to wear their Field (Class A) Uniform for weekly meetings. During the summer Scouts may wear Activity Uniforms.

*During The School Year,  
Weekly Troop Meetings  
Are Held  
Every Monday*

## TYPICAL MEETING

A typical meeting is scheduled as follows:

**Opening Ceremony:** Patrols rotate responsibility weekly for running the Opening Ceremony. Parents are invited and welcome to stay for the Opening Ceremony and hear announcements.

**Skill Session:** After the Opening Ceremony the troop holds a 20-25 minute Skill Session based on the monthly feature. The Skill Sessions may be broken down into two different groups based on level of experience. The experienced Scouts work on more advanced and challenging skills, while the new Scouts concentrate on the basic skills needed to work on advancement toward First Class.

**Patrol Breakout:** Following the Skill Session, the Scouts meet in Patrols to discuss any Patrol-related issues. The Patrols may work on advancement, have a meeting or do an activity, such as menu planning, tent assignments, etc.

**Inter-Patrol Activity/Game:** After the Patrol Meeting, the Scouts take part in an Inter-Patrol Activity where friendly competitions take place that are often based upon important skills. An Assistant Scoutmaster, and, when possible, Troop Guides, are available to help guide Patrols through these activities.

**Closing Ceremony**—the troop meeting is brought to an end with the Closing Ceremony. During the Closing Ceremony the Scoutmaster addresses the Scouts and important information is relayed to all. Again, parents are welcome and encouraged to attend.

## INCLEMENT WEATHER POLICY

If the **Anne Arundel County Public School System** is closed for a holiday or closes for evening activities for weather-related reasons, there is generally no meeting held on that evening. Check your email and/or voicemail for confirmation.

## UNIFORMS

Scouting is a uniformed movement. Unless specifically stated, Scouts are expected to wear some form of uniform any time they gather, just as they would be expected to wear the uniform of any other team to which they belong. Patrol Leaders hold occasional uniform inspections to make sure everyone has all their uniform pieces and is keeping up with the application of badges. Adult leaders are also expected to wear the Scout uniform and are held to the same standards as the Scouts.

Each Scout shall have proper respect for his uniform and wear it correctly. Regardless of the type, the uniform should be worn as it was intended (pants at their natural waist, hats facing forward, etc.). There are three classes of uniforms: “Formal Uniform/Dress Class A”, “Field Uniform/Class A” and “Activity Uniform/Class B”. A detailed explanation of each can be found in APPENDIX D.

- **FORMAL (DRESS CLASS A) UNIFORM** is worn to Scoutmaster Conferences, Boards of Review and Courts of Honor;
- Scouts are expected to attend troop meetings and functions in a **FIELD (CLASS A) UNIFORM**, with a Scout appropriate T-shirt under the Scout Shirt;
- In general, **Troop 918** wears the **Field Uniform** to meetings, “fair-weather” outings, during travel to campouts, and typically any time the troop is in the public eye;
- At most summer meetings or activities, we wear the **Activity Uniform**, but Scouts will need both a **Field Uniform** and **Activity Uniform** at Summer Camp.
- In all cases, boys are expected to wear **closed-toed shoes** or **hiking boots** suitable for running and playing. No flip-flops or open-toed shoes except on a pool deck at summer camp.

For specific detail on uniform components, please see Appendix D.

Uniform details and patch placement details can be found through the following links, also found on the BSA website ([www.Scouting.org](http://www.Scouting.org)):

- [Boy Scout Uniform](#)
- [Adult Leader Uniform](#)

## EQUIPMENT

### TROOP EQUIPMENT

**Troop 918** owns a substantial amount of camping equipment that over the years has all been purchased with troop funds. As a result, we have a very strict policy regarding all camping equipment.

The troop furnishes basic equipment including cooking pots, utensils, stoves, etc. Periodic inventory is taken and periodic inspections are held throughout the year. Any equipment that is lost on weekend outings becomes the responsibility of the entire troop to replace. If equipment is damaged, through no fault of any Patrol member, the troop will replace the equipment. However, if any equipment is damaged through fooling around, abuse, or negligence, it must be replaced by the responsible party or parties.

Periodically, Patrol members will take equipment (tents, tarps, etc.) home after weekend outings for cleaning. Except when directed by the troop Quartermaster, all Patrol equipment taken home must be returned the following Monday. Please understand that the reason we are so strict about equipment is that often it goes home with a Scout and doesn't return until months later.

### PERSONAL EQUIPMENT

Each Scout will be responsible for providing his own personal equipment including a tent, sleeping bag, backpack, mess kit, toiletry, etc. Any special equipment, such as personal stoves, lanterns, etc. must be approved by the Scoutmaster prior to it being brought to an activity.

Because Scouts have a tendency to lose or leave behind personal gear, each Scout should mark all of their personal gear with indelible ink, nail polish or have it engraved. The troop will **not** be responsible for any Scout's personal gear that is lost or damaged. It is important that Scouts bring appropriate gear for weather conditions especially wet or extreme cold conditions. If a Scout is not prepared appropriately, for his protection he may not be able to participate.

- Electronic gear of any kind including, radios, tape players, video games, etc. are not appropriate equipment for most Scouting activities and should be left at home unless specific permission is given otherwise. Cell phones are permitted; however, non-emergency use by Scouts is discouraged. **Troop 918** leadership will not be responsible for damage to electronics brought on an event or outing. It is advisable for adults to bring cell phones.
- Candy, sweets, soda, etc. should also be left at home. These items attract animals to enter the campsite and tents. Food in sufficient quantity will be available on all outings.



- Please note that **Troop 918** prohibits Scouts from bringing firearms, slingshots, archery equipment, BB guns, sheath knives, etc. on outings.

## PURCHASING RECOMMENDATIONS

In order to help those that are just purchasing equipment, the troop has the following recommendations. While we do not recommend going out and purchasing all the equipment at one time, the list is intended to provide parents with specific types of equipment that we have found to be more usable or appropriate for camping trips. We also strongly recommend that you discuss the items that you are going to purchase with one of the Scoutmasters.

1. **Mark your Scout's name on everything possible, in case it is lost or misplaced.**
2. **Tents**, a small two, three or four person three-season tent will be adequate for most camping outings. A ground cloth is also suggested.
3. Scouts are strongly encouraged to have a **hiking backpack**.
4. **Sleeping Bags** are necessary for all camping trips. **Troop 918** recommends a three-season mummy bag rated for 20°F, or colder, weather. Sleeping bags can get a little expensive and the lower the rating on the bag, the more expensive it is. Most mummy bags will run anywhere between \$50 and \$350, but we can assure that you will never need a \$350 bag. If you have an adequate sleeping bag, do not purchase a new one; consider purchasing a better quality sleeping bag at a later date if your son really enjoys Scouting. An additional liner or fleece insert can provide a reasonable addition to a mild weather sleeping bag for most cold weather events.
5. **Hiking boots** are a must on all outdoor Scouting activities. Inexpensive hiking boots are more than sufficient for the average growing Scout. As your son stops growing, you may wish to purchase better quality, more expensive boots. In the meantime, Hi-tech boots are durable, inexpensive, and available at most sporting goods stores or online at [HI-TEC](#). Bass Pro Shop, Sears, LL Bean and REI will also have options.
6. **Foul Weather gear** is a must on all camping trips. One thing we have learned is that \$0.99 rain ponchos are worth exactly what you pay for them. Consider purchasing a **Backpacking Poncho**. They cost approximately \$25-35, but will last for years to come.
7. **Pocketknives** are used by all Scouts after they earn their Totin' Chip card, which shows they have been trained in the use of knives and other ax yard equipment. Please do not spend \$65 on a Swiss Army Knife because it will only get lost. Most Scouting pocketknives run under \$20 and are more than adequate for your son's use.



8. **Flashlights** should be carried by all Scouts. The best buy on flashlights are the **Mini-Maglites** that come with a carrying holster. They are lightweight and give off a lot of light. There is no need for a large 6 cell, 4 ft. flashlight on camping trips.
9. **Compasses** are important on all camping trips and something every Scout should eventually have. As with the pocketknife, there is no need for an elaborate compass.
10. **Foam Sleeping Pads** are extremely important for a good night's sleep. These keep the Scout off the ground and warmer. Closed cell pads are inexpensive and are more than adequate. Again, as the Scout gets older and is going on several camping trips, you may want to purchase a self-inflating style sleeping pad.
11. **Water bottles** are necessary on all backpacking trips and camping trips. The troop recommends that each Scout have a 1-litre water bottle. Please do not buy any water bottles that are odd shaped or have straps; straps become a safety hazard.
12. All Scouts should have a small **toiletry kit** containing travel size toothpaste, non-fragrant deodorant, soap, toothbrush, washcloth and towel. All toiletries can be kept in a small zip-lock bag.
13. Every Scout should carry a small **first aid kit** with them. Use a zip-lock bag or an old Band-Aid container for storing supplies. Visit [WWW.BSAHANDBOOK.ORG](http://WWW.BSAHANDBOOK.ORG) for downloadable checklist for personal and home/troop first-aid kits.
14. Adults must also supply their own **tents** and a **mess kit (cup, plate & utensils)**, as well as many of the other items in this list for their own personal use, since the troop uses the Patrol method while camping. The Scouts bunk in their Patrols and the adults bunk together as a Patrol.

Please see [Appendix F](#) for a Camping Checklist which should be reviewed for all camping trips.

## CAMPING

The **Troop 918** Scout program is a year round program and the troop tries to arrange a camping/outdoor adventure about once a month. The Patrol Leaders Council (PLC) decides at the planning meeting(s) which events the troop will attend. Scouts should be allowed to work within their own Patrols and learn self-reliance. Adults are welcomed on camping trips and are encouraged to share with the camaraderie of the other adults forming the adult Patrol.

During the weekly meetings, each Patrol will plan their own menus. A Quartermaster or designated Scout will purchase and pack the appropriate ingredients in Patrol containers or coolers. Food cost will vary depending on menu and staples in the troop stock and will be given the appropriate funds or will be reimbursed by filling out the **Camping Petty Cash Report** available on the troop's website.

When traveling to and from outings, all Scouts must use seat belts at all times. Not only is it smart, it is the law. Scouts are instructed to leave all vehicles cleaner than they found them. Any disruptive behavior will not be tolerated. If any Scout behaves in such a way that is disruptive, especially while traveling, the Scout's parents may be asked to pick up their son when he arrives at the campsite.

Summer Camp is an exciting experience for our youth. It is a time when they have an entire week of camping to learn about themselves and their fellow Scouts. New Scouts are especially encouraged to attend, as this is the experience that will establish their identity within the troop and Patrol. Scouts also have the opportunity to focus on Merit Badges and rank advancement requirements, many of which can only be easily earned at Summer Camp. These include waterfront activities, camp and handicraft, nature, shooting sports, etc. Summer camp is planned a year in advance with the final selection being made by the Scout Leadership. A lot of planning goes into all camping trips, but especially with Summer Camp. Not only are we away from home, but we must take all necessary equipment with us.

It is requested that each Scout and parent respond on Scoutlander as to whether they are attending each event. Scoutlander describes the outing, dates, costs, any pertinent information about the trip, and departure and return locations. In addition this is the place to specify your emergency phone number during the trip.

Responses need to be completed in a timely manner or the Scout may not be allowed to attend. Planning for the trips takes place during weekly meetings and it is necessary to know how many Scouts are attending in advance.

## TROOP CAMPOUT ROUTINE

Our camping trips normally run from Friday evening to Sunday afternoon. Departure is usually from the Our Shepherd Lutheran Church parking lot. Scouts are expected to meet there before the departure time on Scoutlander (generally around 5:00PM) and wear Field (Class A) uniform. We usually return around Noon on Sunday. Occasionally the troop will return at a later time, but that will be noted on the planning documents and Scoutlander.

Preparations for campouts begin about a year in advance, once the Annual Patrol Leader Council determines the schedule for the upcoming year. At that point, the Outdoor Program Coordinator will begin to make reservations at the locations the boys decided upon. About three weeks before the campout, the Scouts (and adults) should have indicated whether they will attend the campout or not and money will be due at this point. Around the same time, during a Troop Meeting, Patrols plan their Patrol menu and grocery list, and decide who will buy and cook the food. The troop supplies water and “bug juice,” and Patrols are prohibited from buying soda. After the menu is planned and approved, the Patrol Grubmaster may go shopping. The Grubmaster should arrive on Friday with the food properly packaged for the trip. Food shopping is typically done sometime in the few days before the trip to ensure an accurate head count. Remember that a Scout is thrifty!

During Patrol Time on the Monday before we go camping, the Patrol should work on completing the Patrol Duty Roster that outlines each Patrol member’s responsibilities for the weekend. The Patrol Quartermaster is responsible for gathering all equipment needed by the Patrol and meeting with the troop Quartermaster to make sure needed troop equipment will be available.

On Friday evening, the troop will assemble in the Our Shepherd Lutheran Church parking lot or at another designated site. The Troop Quartermaster or his designee will take over and ensure that all equipment is properly loaded into vehicles, while the SPL and SM verify attendance and receipt of all required documentation. Scouts, especially new Scouts, are encouraged to travel with their Patrol.

When we arrive at the campsite, the Senior Patrol Leader and an adult will check into the site. At this time, all Patrol and troop equipment is moved onto the campsite before personal gear. Tents should be set up in an orderly manner in an area determined by the PLC. Patrol Leaders are responsible for picking out a Patrol site and setting up camp for the weekend.

On Sunday morning, all personal gear should be packed before the Patrol eats breakfast. Tents should be aired out, cleaned, and dried, if possible, before being packed away. The Troop Quartermaster must inspect all troop tents before they get packed. All Patrol equipment should be properly packed and loaded onto the vehicles under the Quartermaster’s direction. Any troop equipment borrowed by the Patrol or individual must be returned in its original condition (neat and dry).

Upon arrival back at the church, no Scout can leave until all equipment is properly stored, unless previous arrangements have been made with the Scoutmaster and Scoutlander. The Troop Quartermaster is in charge of verifying that all Patrol and troop equipment is signed back in and properly stored. A Patrol member must take home for cleaning any equipment that is dirty after it is marked down on the Equipment Checkout sheet. Cleaned equipment must be returned the following Monday regardless of whether the Scout taking it home is present at the meeting. After all the equipment is signed in and properly stored, the Senior Patrol Leader can dismiss the Scouts.

Upon arriving at home, Scouts should take any wet or dirty items from their outing and suitably clean, dry and repack them for the next event. Failure to do so will likely result in mold/mildew or other issues which will make your tent/gear/clothing undesirable and potentially unusable at your next outing.

**The following guidelines will be followed at all outings:**

- The troop will function in the Patrol Method, unless decided otherwise; all cooking will be done by the Patrol Method.
- All members must be in Field "Class A" uniform when traveling to or from a campout.
- All Scouts attending a campout must be prepared to make progress toward rank advancement. **This means bring your *Boy Scout Handbook*.**
- No one is to leave camp without permission or without appropriate notation on the permission slip. Scouts must inform their Senior Patrol Leader or other adult leader when they wish to leave the campsite. **The Buddy System must be used in camp and on all outings.**
- All Scouts must be prepared as per the ***Boy Scout Handbook*** prior to leaving for the campout. Any gear needed from the Quartermaster must be reserved at the previous Troop Meeting.
- No cigarettes, smokeless tobacco, firearms, or fireworks will be permitted on campouts. No radios, CD players, electronic games, and the like are permitted on campouts unless the Scoutmaster grants prior permission. **Scouts are encouraged not to have cell phones on trips. Most Adult Leaders will have a cell phone for emergency situations. The troop (including Adult Leaders and other Registered Adults) is not responsible for lost or damaged electronic devices including cell phones.**
- Pocketknives with blades up to 3" long and multi-purpose tools (i.e. "Leatherman" tools) will be allowed. "Totin' Chip" rules are always in effect.

- If parental requirements dictate, a Scout may be picked up before the end of the campout. However, arrangements for early pick-up must be made between the parents and the adult-in-charge prior to departing for the campout (except in an emergency) and documented on the Scoutlander.
- In accordance with BSA philosophy, non-denominational religious services may be held as part of a group activity in which the troop is participating (i.e., Camporees, etc.) or troop services may be held at the local campsite. This service is usually led by the Chaplain Aide.
- All food purchases will be made according to the patrol-planned menu. Menus are to be planned by the Patrol unless otherwise announced by the PLC or Scoutmaster.

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### ADULT GUIDELINES FOR CAMPOUTS

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**Troop 918** is very fortunate to have a solid group of adults working to provide the Scouting program to all members of the troop. Adult Leaders with **Troop 918** are primarily responsible for achieving two major goals:

- 1) Training and guiding Scouts consistent with the [BSA Aims and Methods](http://www.Scouting.org) (visit [www.Scouting.org](http://www.Scouting.org))
- 2) Providing a safe outdoor program to all Scouts.

Assuming these two key responsibilities are satisfied, the Adult Leaders provide the Scouts with the tools to actually deliver the Scouting program to themselves and their fellow Scouts.

The troop is always seeking new Adult Leaders. Any parents interested in getting involved as an Adult Leader should speak with the Scoutmaster or the Committee Chair regarding the training, commitment, etc. required.

**We ask that our Adult Leaders adhere to the following guidelines during troop outings:**

- For the protection of our youth, **Troop 918** will abide by the guidelines set forth in "**GUIDE TO SAFE SCOUTING**" ([LINK: GUIDE TO SAFE SCOUTING](#)) For the protection of the Adult Leaders and Scouts, every adult participating with the troop, including Merit Badge Counselors, are required to complete Youth Protection Training each year. This is a free online class & quiz and takes about a half hour to complete. A goal of **Troop 918** is to have all adults associated with **Troop 918** trained in BSA's Youth Protection Training.
- An adult leader who exhibits inappropriate behavior (e.g., per the Scout Law) may be asked to leave the Scouting function, suspended from leader duties, or asked to leave the troop at the discretion of the Troop Committee, Scoutmaster, and/or COR.

- All adults attending campouts will camp and function in the Patrol Method and must abide by the same rules as the Scouts. Adults will camp and eat as a separate Patrol near or adjacent to the troop. Scouts are not allowed to share a tent with adults, so it is encouraged that youth Scouts tent together and not with a parent.
- An adult Grubmaster will plan the meals, purchase the food and cook for the Adult Patrol. All money for food purchases will be handled in the same manner as the Scouts. Adult leaders may be asked to participate with the Scouts at mealtimes from time to time, or eat with their sons.
- Adult Leaders should support the attitude that young adults are better off without tobacco and are not permitted to use tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities will be conducted on a smoke-free basis, with smoking areas located away from all participants.

## ADVANCEMENT

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

There are four steps of advancement:

- The Boy Scout Learns;
- The Boy Scout is Tested;
- The Boy Scout is Reviewed;
- The Boy Scout is Recognized.

Advancement in Boy Scouts is different from what you may have experienced in Cub Scouts. In Cub Scouts, the adult Den Leaders run the program and the Den advances together. In the Boy Scouts, however, boys must be self-motivated. Parents are encouraged to become involved and track their son's progress in the ***Boy Scout Handbook***, *but approval of rank requirements other than merit badges is ultimately up to the Scoutmaster and his assistants*. The advancement process is based on the acquisition of fundamental skills and knowledge that make further advancement easier to comprehend and to master. The guidelines for advancement are in the [Boy Scout Handbook](#). Note that a new handbook was

issued in 2016. Scouts active before 2016 may have slightly different requirements to achieve the rank they are currently working on.

Requirements for each rank are listed in the **Boy Scout Handbook**. The Advancement Chair records and tracks the advancement of each Scout using **TroopMaster**, a BSA-certified computer program. We have found that parents encouraging their Scout with regard to Rank Requirements will greatly increase not only his motivation but also his advancement.

Scout Spirit is an advancement requirement for each rank, and is considered to encompass several aspects of Scouting. It is an evaluation of a Scout's character, taking into consideration his attitude, attendance, and willingness to support his Patrol as well as the troop. This requirement will be discussed with the boy during his Scoutmaster Conference and **only** the Scoutmaster of the troop is permitted to sign-off on this item.

Information on all levels of advancement is contained in great detail in the official **Boy Scout Handbook**. It should be noted that requirements for advancement are updated periodically by BSA and Scouts should be aware of any changes. No alterations of, or additions to these requirements are allowed.

While the troop continually offers advancement opportunities at meetings and on camping trips, the Scout must be responsible for learning some requirements on his own. The Scout must also be aware of requirements he still needs in order to take part in activities that fulfill these needs. Parents should encourage Scouts to be responsible and attentive to rank advancement.

**After fulfilling requirements for each rank, Scouts must:**

1. Schedule and complete a Scoutmaster's Conference, then
2. Schedule a Board Of Review with the Advancement Chair, and
3. Be in Dress "Class A" uniform and have their *Boy Scout Handbook* for both meetings

Adult Leaders will meet with the Scouts periodically to review what the Scout is working on to determine what assistance, if any, is needed to attain the next rank. They will also meet with Scouts who have not advanced during the previous six months to review their progress and goals. The purpose of this conference is to keep Scouts on track with advancement and to determine any problems or special needs.



Leadership development is the concept that sets Boy Scouts apart from most other youth activities. Boys choose and plan the year's activities, understand a budget and utilize resources to develop funds, respond to community needs, and assist the Scouts within the troop to achieve their goals. Leadership can come from taking care of the new Scouts, looking after equipment, maintaining troop records, and many other responsibilities.

Refer to the [LEADING THE WAY](#) document (see Scoutlander) for details of each leadership position and its responsibilities. For the ranks of Star, Life and Eagle, a Scout must successfully fulfill a leadership position. The fact that a Scout has obtained a leadership position in the troop does not mean that he is meeting the requirement of "showing leadership". In order for a leadership position to count towards rank advancement, the Scout must exhibit to the Scoutmaster that he is doing his best according to the oath of office.

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### LIFE TO EAGLE PROGRAM

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Since the rank of Eagle is of such prestige, it carries with it many additional requirements that set it apart from the other ranks. This includes a formal service project, the completion of 13 Eagle-required merit badges and eight additional badges, and six months in an active leadership role. The Eagle Board of Review includes not only members of the Troop Committee, but also a member of the District Advancement Committee. The Four Rivers District Advancement Committee has put together a [ROAD TO EAGLE PROGRAM](#) (visit <http://www.baltimorebsa.org/Scout-programs/boy-Scouts/the-road-to-eagle/53069>) intended to help the Life Scout toward his goal of Eagle. This program is given at least once a year, usually at the District Roundtable. It is designed to help the Scout understand the proper method of documentation so that when he is ready for his Board of Review, everything will be in order. This will eliminate any frustration and better prepare him for this major achievement. He will receive a comprehensive packet that will help him greatly in the proper procedures needed to attain the rank of Eagle. You should attend this program with your son so that you will also have a better understanding of this process.

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### MERIT BADGES

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Scouts are encouraged to earn Merit Badges needed to complete advancement requirements as well as those in which they have an interest. The Troop Librarian maintains a collection of Merit Badge pamphlets and they can also be purchased at the area [SCOUT SHOP](#) (Visit <http://www.baltimorebsa.org/about-us/Scout-shops/30010>). The troop has numerous parents who have volunteered to be Merit Badge Counselors and we are always looking for more parents to become Counselors in areas in which they are knowledgeable. Meetings concerning badge work at a Counselor's home must be attended by at least two Scouts or a Scout and another person according to the Youth Protection policies of the BSA. Procedures for working on Merit Badges are outlined in the *Boy Scout Handbook*.



Merit Badges offer additional skill advancement allowing Scouts to specialize in a particular skill area such as Camping, Cooking, Backpacking, Orienteering, etc. The troop recommends that Scouts work on a maximum of five Merit Badges at any given time. This recommendation helps keep Scouts focused on completing the requirements for the Merit Badges they are currently working on before taking on additional requirements.

Summer Camp is an ideal time for Scouts to work on Merit Badges. Typically with a reasonable amount of time and effort, Scouts can earn three to five badges by the end of a weeklong camping experience. It should be noted that pre-work is required for several Merit Badges that are offered during summer camp. Other opportunities to earn Merit Badges exist throughout the year. Periodically, Merit Badge Counselors in the troop offer group instruction, local Boy Scout Districts offer Merit Badge Weekends, and public and private organizations offer Merit Badge classes.

There are over 120 Merit Badges that any Scout can earn at any time. Merit Badges do not have to be earned in group settings. In fact, badges are designed to be earned individually.

### **The following is the process Scouts should follow:**

1. **Pick A Subject** - Scouts should talk to the Scoutmaster about their interests or read the requirements of Merit Badges they might be interested in earning. Merit Badge Requirements are updated regularly and a good source for the most recent requirements is: <http://usScouts.org/usScouts/mb/mbbooks.asp>. Worksheets are located at <http://www.usScouts.org/mb/worksheets/list.asp>. Scoutlander maintains a list of registered Merit Badge Counselors from within our troop. In addition, the Scoutmaster can help you with names of registered Counselors outside the troop if necessary. Merit Badge Counselors have special knowledge and interest in their badge subjects.
2. **Get Scoutmaster Permission** – the Scoutmaster helps ensure the merit badge is appropriate for your experience and skill level. The Scoutmaster must sign the Blue Card before the Scout can proceed.
3. **Contact A Counselor** - Reach out to a counselor on the troop or district Merit Badge Counselor roster to review the merit badge requirements and discuss how they could or should be completed. Once the Scout knows what the Merit Badge Counselor expects, complete those requirements, asking the counselor for assistance if necessary. The specific Merit Badge Pamphlet for each badge is a great resource. The pamphlets for many badges are available from the Troop Library through Scoutlander, at the public library, or they can be bought from the Scout Store. Note that Scouts must have another

person with them at each meeting with a Merit Badge Counselor. This other person can be a Scout, your parent or guardian, a brother or sister, a relative, or a friend.

4. **Show Your Stuff** - When the Scout is ready, he needs to contact the Counselor again. The Scout should take along anything he has made to meet the requirements. If too big to move, take pictures or have an adult tell in writing what was done. The Counselor will ask the Scout to do each requirement to make sure that he knows his stuff and has done or can do badge requirements.
5. **Get The Badge.** When the Counselor is satisfied that a Scout has met each requirement, they will sign the Blue Card. Completed Blue Cards should be given back to the Advancement Chair. Merit Badges are awarded at Courts of Honor.
6. **Requirements.** Scouts are expected to meet the requirements as they are stated, no more and no less, and are expected to do exactly what is stated in the requirements. Scouts should pay particular attention to requirement wording such as “show or demonstrate”, “make”, “in the field”, “list”, “collect”, “label”, etc. in order to fulfill the specifics of each Merit Badge.

Important Note: The deadline for earning Merit Badges is the Scout's 18th birthday. Once a Scout has started working on a Merit Badge (i.e., obtained a signed "Blue Card" from the Scoutmaster, had an initial discussion with a Merit Badge Counselor, and started work on the requirements), he may continue using the requirements that were in place until he completes the Merit Badge (or turns 18) even if requirements change or the Merit Badge is discontinued.

## SERVICE PROJECTS

Service hours, and sometimes projects, are part of the Scouting program for ALL levels, but the higher levels require individual contribution and leadership. Scouts of all ages and levels are encouraged to participate in Scout- and troop-organized service projects.

Service projects are required for rank advancement to **EAGLE**; the Scoutmaster and the District Advancement Committee must approve service projects done for the Eagle Scout Rank.

If a Scout would like to pursue service project requirements before Eagle, he should follow the process below:

1. Secure an idea, information, point of contacts, funding, permissions, etc. *Before* the project can begin, request a copy of **Troop 918** Service Project package from the Advancement Chair; *these efforts should start at least four weeks prior to the target date.* Information about the process is available on the troop website.

2. Submit the completed package to the Scoutmaster for approval – this step **MUST** happen at least three weeks prior to the target project date. The project requires approval before proceeding to the next step.
3. Prepare a detailed permission slip and a brief presentation to the troop. The presentation and slip are due at least two weeks prior to the target project date.
4. After completion of the project, a summary report, with information consistent with the **Troop 918** Service Project package should be prepared and submitted to the Scoutmaster.

The goal of the service project is to teach the Scout that giving back to the community is one of the cornerstones of the Scouting movement.

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### SCOUTMASTER CONFERENCE

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After completing all requirements for your next rank, and prior to the Board of Review, a Scout meets with the Scoutmaster for a Scoutmaster Conference. This conference is an opportunity for the Scoutmaster to assess the Scout's readiness for advancement. A Scout does not have to be advancing in rank to ask for a Scoutmaster conference; similarly, the Scoutmaster can ask for a Scoutmaster Conference for reasons other than advancement.

This conference can be an opportunity for the Scout to share any concerns or problems he might have regarding the troop. If a Scout asks for a Scoutmaster conference every effort will be made to accommodate that conference within a two week period. If the Scoutmaster cannot give the Scout a conference within a reasonable time frame he may designate an Assistant Scoutmaster to give the conference. For advanced ranks the Scoutmaster may ask an Assistant Scoutmaster to assist in the conference, but the Scoutmaster should personally participate in those conferences. The Scout is expected to be prepared, bring his *Boy Scout Handbook*, and presents himself in his Dress Class A uniform.

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### BOARD OF REVIEW

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The next-to-final step in rank advancement is a Board of Review. The Board must consist of at least three Troop Committee Members for ranks up to Eagle. The BoR is meant to give the Scout an opportunity to discuss his concerns and suggestions for the troop rather than a test of any specific skills or knowledge. The Board, in turn, discusses the Scout's advancement progress and future goals, and gives suggestions for accomplishing future goals. At every Board of Review the Scout may be asked to recite the **Scout Oath**, **Scout Law**, **Scout Motto** or **Scout Slogan** (Appendix A). At the completion of a rank advancement Scoutmaster Conference, the Scoutmaster informs the Advancement Chair that a Scout is ready for a BoR. The Advancement Chair will subsequently schedule the Scout for a BoR and recruit Troop Committee Members to participate. A Scout's parent may NOT participate in their own son's

BoR. The Scout should attend in Formal Class A uniform and bring his *Boy Scout Handbook*.

## COURT OF HONOR

Advancement will be recognized periodically but no less than three times a year with a formal troop Court of Honor. All family members are invited and encourage to attend and help honor the hard work of our Scouts. Scouts may be awarded proper recognition informally as they are earned, but this event is their formal recognition. A Scout earning the rank of Eagle Scout will be recognized at a separate **Eagle Court of Honor** given on his behalf.

Courts of Honor are typically held in mid-August, late-December/early-January, and early-May.

## SPECIAL PROGRAMS

### RELIGIOUS EMBLEMS PROGRAM

A separate program in Scouting leads to the awarding of appropriate Religious Emblems. To encourage Scouts to grow stronger in their faith, religious groups have developed religious emblems programs. **Boy Scouts of America** has approved these programs and allows emblems earned to be worn on the Boy Scout uniform. Religious groups administer the programs. Scouts need to contact their local council service center or their religious organization to obtain curriculum booklets and for additional information. ([HTTP://WWW.Scouting.org/Scoutsources/Awards/ReligiousAwards.aspx](http://www.scouting.org/scoutsources/awards/religiousawards.aspx))

## ORDER OF THE ARROW

The **ORDER OF THE ARROW (OA)** is a national brotherhood of Scout honor campers that originated in 1915 to strengthen troops and encourage outdoor experiences. It recognizes those Scouts and leaders, who best demonstrate the Scout Oath and Law in their everyday actions causing others to follow their example and actions. The Order's function is to spread the spirit of brotherhood and cheerful service. It provides broad based leadership opportunities that strengthen personal development for individual Scouts and maintains interest in the Scouting program. OA activities, held outside of troop activities, include planning and carrying out activities, organizing Council service projects for its members, and developing summer camp promotions.

Their peers elect the Scouts who are eligible. As the OA exemplifies the true spirit of Scouting, eligibility for consideration is based on Scout Spirit, as determined by the Scoutmaster, the rank of First Class, and 15 days/nights of camping with at least one long-term camping experience over the last two years.

**Troop 918** OA elections will occur in January. Scouts who are elected are not informed of their election until they are “tapped out” at Merit Badge Madness in March.

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## VENTURING

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**VENTURING** is a year-round program for young men and women who are 14 (and have completed the eighth grade) through 20 years of age to provide positive experiences through exciting and meaningful youth-run activities that help them pursue their special interests, grow by teaching others, and develop leadership skills.

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## VARSITY SCOUTING

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**VARSITY SCOUTING** is an active, exciting, year-round program for young men ages 14 through 17 that is built around five program fields of emphasis: advancement, high adventure, personal development, service, and special programs and events.

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## HIGH ADVENTURE PROGRAMS

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[FLORIDA SEA BASE](#), Islamorada, Florida - The Florida National High Adventure Sea Base operates nine different adventures out of three different locations: two in the Florida Keys, and one in Marsh Harbour, Bahamas. The adventures Coral Reef Sailing, Sea Exploring Adventure, Scuba Adventure, Scuba Certification, and Live Aboard Scuba Adventure operate in the Florida Keys at Mile Marker 73.8 at Sea Base on Lower Matecumbe Key, located 75 miles south of Miami. The Florida National High Adventure Sea Base is owned and operated by the National Council of the **BOY SCOUTS OF AMERICA** to offer educational aquatic programs. Located in Islamorada, the near shore reefs and clear waters offer unparalleled opportunities for long-term and short-term programs year-round. Visit the Florida Sea Base website at <http://www.bsaseabase.org>.

[PHILMONT SCOUT RANCH](#), Cimarron, New Mexico - Established in 1938 as Philtown Rockymountain Scoutcamp, today's Philmont Scout Ranch is a bustling center for high adventure and training. Philmont Scout Ranch is the **BOY SCOUTS OF AMERICA**'s oldest national high-adventure base. Its 34 staffed camps and 55 trail camps provide an unforgettable adventure in the high country along hundreds of miles of rugged, rocky trails.

The area surrounding the ranch is rich with history, from the Native Americans who made this arid land their home to the land barons of the 19th century. The town of Cimarron boasts a number of historical buildings, including the St. James Hotel—site of at least 26 killings during Cimarron's wilder days. Visit the Philmont Scout Ranch website at [www.Scouting.org/philmont](http://www.Scouting.org/philmont).

[NORTHERN TIER](#), Ely, Minnesota - Since 1923, Scouts have been voyaging into the great north wilderness to seek adventure. Eagles soaring overhead, walleye swimming in the depths of pristine lakes, meeting a moose on the portage trail. Northern Tier High Adventure Program is the **ONLY** outfitter in the Boundary Waters Canoe Area and Canada charged by the **BOY SCOUTS OF AMERICA** to deliver the Scouting program to Scouts and Leaders adventuring into North America's Canoe Country.

Some of the best weather, snow conditions, facilities, and terrain for cold weather camping in North America are offered through the OKPIK Adventure program in Ely, Minn. OKPIK provides a highly-trained staff to help you learn cold weather camping skills such as dog sledding, cross country skiing, snowshoeing, clothing and sleeping systems, snow shelter building, animal tracking, cold weather cooking, and ice fishing. Visit the Northern Tier website at [www.ntier.org](http://www.ntier.org).

[THE SUMMIT](#), Glen Jean, West Virginia - 10,000-plus acres in southern West Virginia that is home to the Paul R. Christen National High Adventure Base and new permanent home of the National Scout Jamboree. 2014 marks the first time high adventure programming will be available to Scouts and Venturers. Find more about The Summit at <http://www.summitblog.org/programs>

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## NATIONAL JAMBOREES

The first **BOY SCOUTS OF AMERICA** National Jamboree was scheduled to be held in Washington, D.C., in 1935 to celebrate the 25th Anniversary of Scouting in America. Unfortunately, the Jamboree was canceled due to a polio outbreak in Washington. When the first Jamboree was finally held in 1937, Dan Beard lit the opening campfire using flint and steel. Scouts from all 48 states brought the wood that was used in the campfire. There were some 27,232 Scouts camped on the National Mall under the Washington Monument. In the intervening years, Scout Jamborees were held at Fort A.P. Hill. Beginning in 2013 the National Jamboree will be held at The Summit every four years.

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## OTHER ACTIVITIES

### BICYCLING

The troop plans bicycling trips on occasion, either as part of an overnight camping trip or as a one day outing. As with all Scouting activities, the troop plans for fun and safe outings for the Scouts. As such, on any bicycling outings, all bicycles and riders must meet the state laws for bicycling—including the wearing of helmets--and pass a safety inspection in accordance with [BSA GUIDE TO SAFE SCOUTING](#).

The **BOY SCOUTS OF AMERICA** has many activities that are based around the water. With that in mind, it has put together very comprehensive water policies and training. These policies are Safe Swim Defense, that covers swimming activities, and Safety Afloat that covers all boating activities. The troop encourages leaders to be trained at summer camp every year or on-line.

The Safe Swim Defense is an eight-point policy that covers qualified supervision, physical fitness, safe area, lifeguards, lookout, ability groups, buddy system, and discipline. This policy is designed with over eighty years of experience behind it and has proven itself over time. For troop swimming activities, at least one Adult Leader who has completed the Safe Swim Defense training and who agrees to use the eight defenses of the plan must be present.

The Safety Afloat policy generally follows the same system except that personal flotation devices (PFD), equipment planning, and skill proficiency have been added. BSA rules state that all Scouts and adults, while doing any type of boating activity, must wear a US Coast Guard PFD with Type II or III recommended. Adult Leaders in charge of troop water craft activities must have completed the Safety Afloat Training and be dedicated to full compliance of all nine points of Safety Afloat.



## DISCIPLINARY PROCEDURES

In order to maintain safety and good order for the benefit of all members of the troop, a level of discipline and a procedure to ensure it is necessary. Discipline will be enforced through a system of warnings to the Scout and parents, suspensions, and, if necessary, dismissal from the troop. Minor breaches of discipline will result in warnings or suspension at the discretion of the troop Leadership. Major breaches of discipline or cumulative minor breaches will result in longer suspensions or dismissal at the discretion of the Troop Committee and Chartered Organization Representative, with the advice of the Scoutmaster. It should be noted that it is extremely rare for any disciplinary action to go beyond the warning levels of a minor breach. Troop leadership will maintain a record of excessive or serious breaches of discipline to provide supporting information in discussions with Scouts and parents.

**The Scout Oath and the Scout Law (Appendix A) is the standard by which all conduct is judged. All Scouts, upon joining the BOY SCOUTS OF AMERICA, agree upon their honor to do their best to live by these standards.** This foundation for Scouting is a guide for each boy to try to adhere to and adopt as a way of life. Serious, repeat, wanton, or willful violations of the Scout Law undermine Scouting and violate the spirit of Scouting.

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### MINOR BREACH OF DISCIPLINE

#### *EXAMPLES OF MINOR BREACHES*

- Unruly conduct
- Failure to follow instructions of troop or Adult Leader
- Possession of non-dangerous prohibited items at a Patrol or Troop Meeting or outing
- Verbal harassment, hazing, or fighting

#### POSSIBLE DISCIPLINARY ACTIONS

- Verbal warning to Scout
- Verbal or written notification to parent
- Dismissal from meeting or event
- Removal from leadership position
- Short suspension from troop activities (e.g., one month)
- Delay in rank advancement (because of not meeting Scout Spirit requirement)



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## MAJOR BREACH OF DISCIPLINE

### EXAMPLES OF MAJOR BREACHES

- Three or more recorded minor breaches in a short period
- Theft or willful destruction of property
- Possession of a dangerous prohibited item
- Possession of tobacco products, alcohol, or controlled dangerous substance
- Fighting resulting in injury
- Leaving a troop or Scouting activity without the permission of the Scoutmaster.

### POSSIBLE DISCIPLINARY ACTIONS

- Written notification to parent
- Reimburse troop or Scouts for damage
- Immediate dismissal from event
- Longer suspension from troop activities (e.g., more than one month)
- Dismissal from troop

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## APPEALS

A Scout suspended for a minor breach of discipline may appeal his status to a board consisting of the Scoutmaster, an Assistant Scoutmaster and at least three members of the Patrol Leaders Council. The findings of this hearing may be appealed in writing to the Troop Committee that will consist of the Scoutmaster, Troop Committee Chair, and a minimum of three other Committee Members. Findings shall be reviewed and a determination from the Committee will be considered final.

A Scout suspended for a major breach of discipline, or, after a period of three months has passed since dismissal from the troop, may appeal his suspension or request reinstatement by appearing, with a parent, before a board consisting of the Scoutmaster, Troop Committee Chair, and a minimum of three other Committee Members. Findings shall be reviewed and a determination from the Committee will be considered final.

## GLOSSARY: ACRONYMS & TERMS EXPLAINED

**ADVANCED TRAINING.** In-depth training for experienced adult leaders, such as Wood Badge.

**ADVANCEMENT.** The process by which a Boy Scout meets certain requirements and earns recognition.

**ARROW OF LIGHT AWARD.** Highest rank in Cub Scouting. The only Cub Scout badge that may be worn on the Boy Scout uniform.

**ASSISTANT PATROL LEADER (APL).** A Boy Scout in the patrol appointed by the patrol leader to help him and to take his place in his absence.

**ASSISTANT SCOUTMASTER (ASM).** A commissioned volunteer Scouter, 18 or older, who helps the Scoutmaster by working with the troop and with a new-Scout patrol, Varsity Scout team, or Venture patrol.

**ASSISTANT SENIOR PATROL LEADER (ASPL).** A troop youth leader, usually in larger troops, who helps the senior patrol leader with details of his role and is responsible for youth leaders.

**BADEN-POWELL, ROBERT STEPHENSON SMYTH.** Founder of the worldwide Scouting movement. Known as Lord Baden-Powell of Gilwell, Chief Scout of the World, and B-P.

**BE PREPARED.** The motto of Boy Scouting.

**BOARD OF REVIEW.** A review held to determine if a Boy Scout has satisfactorily completed rank requirements. See [Page 27](#) for more details.

**BOY SCOUT.** A registered youth member of a Boy Scout troop or one registered as a Lone Scout. Must have completed the fifth grade and be 11 years old, or have earned the Arrow of Light Award but not yet be 18 years old.

**BOY SCOUTS OF AMERICA (BSA).** A nationwide organization founded February 8, 1910, and chartered by the U.S. Congress June 15, 1916.

**BOYS' LIFE MAGAZINE.** The magazine for all boys, published by the **BOY SCOUTS OF AMERICA**.

**BRONZE PALM.** An Eagle Scout may receive this recognition by earning five additional merit badges and completing certain other requirements.

**BROTHERHOOD MEMBERSHIP.** The second and final induction phase of membership in the Order of the Arrow.

**BSA LIFEGUARD.** A three-year certification awarded to Boy Scouts who meet prescribed requirements in aquatics skills.

**BSA MISSION STATEMENT.** *The mission of the **BOY SCOUTS OF AMERICA** is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.*

**BUDDY SYSTEM.** One part of the Safe Swim Defense plan. Swimmers of like ability are paired, check in and out of the water together, and stay within 10 feet of each other during a swim. The buddy system is also used in other Scouting activities for safety reasons.

**BUGLER.** An appointed youth position in a Boy Scout troop.

**CAMPOREE.** A district or council troop activity to demonstrate the techniques of living in camp.

**CAMPSITE.** A troop or patrol outdoor home for an overnight or long-term camp.

**CHARTER.** The **BOY SCOUTS OF AMERICA** was granted a federal charter in 1916 to provide a program of character development, citizenship training, and mental and physical fitness for all boys. The BSA issues charters annually to approved community organizations to operate Scouting units.

**CHARTERED ORGANIZATION.** A religious, civic, fraternal, educational, or other community organization that has applied for and received a charter to operate a Scouting unit.

**CHARTERED ORGANIZATION REPRESENTATIVE (COR)** A manager of Scouting in a chartered organization who also represents the organization in the local council and district.

**COMMISSIONER.** A volunteer Scouter who works with troops to help them succeed. In addition to the council commissioner, there are district commissioners, assistant district commissioners, roundtable commissioners, and unit commissioners.

**CONCLAVE, OA.** The section conclave is an annual activity involving three or more OA lodges in an established geographic area. Each conclave is led by section youth officers and the event itself is prepared in cooperation with various other lodge officers, and with one lodge serving as the "host lodge".

**COUNCIL.** An administrative body chartered to be responsible for Scouting in a designated geographic territory.

**COURT OF HONOR.** A recognition ceremony for those who have met the requirements of any one of the Boy Scout ranks, merit badges, or other awards.

**DISTINGUISHED SERVICE AWARD.** Presented to Order of the Arrow members who have rendered outstanding service to the Order on a section, area, regional, or national basis.

**DISTRICT.** A geographic administrative unit within a council.

**DISTRICT COMMITTEE.** A group of key volunteer Scouters who work to ensure the success of the units.

**DISTRICT EXECUTIVE.** A professional Scouter who works under the direction of the council Scout executive to support the units and act as an adviser to the volunteer leaders in the district.

**EAGLE SCOUT.** The highest rank for Scouts.

**FIFTY-MILER AWARD.** A recognition given to Scouts who have taken part in a wilderness trip of at least 50 consecutive miles over at least five consecutive days, and fulfill requirements for group service projects on the trip.

**FIREM'N CHIT.** A recognition given to Scouts who know and understand fire safety rules.

**FIRST CLASS RANK.** The rank above Second Class and below Star in Boy Scout advancement.

**GOD AND COUNTRY PROGRAM SERIES.** A series of religious emblems presented to Scouts of the Protestant faiths.

**GOLD PALM.** An Eagle Scout who holds the Bronze Palm may receive this recognition by earning five additional merit badges and completing certain other requirements.

**GOOD TURN.** A single act of service to others. A distinctive feature of Scouting is its emphasis on service to others. The Good Turn habit is one that all Scouts endeavor to acquire.

**HIGH ADVENTURE.** Refers to National Council or local council high-adventure activities or programs for older Scouts. Most of the programs are listed in the publication [\*Passport to High Adventure\*](#).

**HISTORIC TRAILS AWARD.** An award that may be earned by members of a troop for hiking a trail listed in *Nationally Approved Historic Trails* and completing a project related to the trail.

**JAMBOREE.** A term chosen by Baden-Powell to describe the first international gathering of Scouts camping together in London in 1920. The term is restricted to indicate a national or world jamboree.

**JOURNEY TO EXCELLENCE.** Recognition given each charter year to troops that commit to and meet specified national standards pertaining to leader training, service, advancement, camping, and membership growth.

**JUNIOR ASSISTANT SCOUTMASTER (JASM).** An appointed office open to Scouts 16 years of age and older. There is no limit to the number of junior assistant Scoutmasters a troop may have.

**KLONDIKE DERBY.** A competitive event conducted by patrols to demonstrate proficiency in Scouting skills, traditionally conducted in the winter.

**LEAVE NO TRACE.** A commonsense set of guidelines that allows Scouts to camp, hike, and take part in related outdoor activities in ways that are environmentally sound and considerate to others using the same areas. A Leave No Trace Awareness Award is available to Scouts who fulfill certain requirements.

**LIFE SCOUT RANK.** The rank above Star and below Eagle Scout in Boy Scout advancement.

**LODGE.** A local council Order of the Arrow group chartered annually by the National Council.

**LONG-TERM CAMPING.** A camping experience consisting of five or more consecutive days and nights in the outdoors.

**MERIT BADGE.** A recognition given to a Scout for completing the requirements for the badge.

**MERIT BADGE COUNSELOR.** A registered adult volunteer who is expert in a merit badge field, has the ability to work effectively with Scouts, and certifies that requirements are met.

**MILE SWIM, BSA.** A recognition given to Scouts to encourage their development of physical fitness and stamina through swimming.

**NATIONAL CAMPING AWARD.** A recognition awarded to a Boy Scout troop or Varsity Scout team for completing a certain number of days and nights of camping on either an annual or a cumulative basis. The award also recognizes cumulative achievement in number of campouts by individual Scouts and Scouters.

**NATIONAL EAGLE SCOUT ASSOCIATION (NESA).** This group provides an opportunity for all Eagle Scouts to retain identification with Scouting through service to the local council in which they live.

**NATIONAL ORDER OF THE ARROW CONFERENCE.** A biennial conference designed to improve program and leadership skills of all Arrowmen.

**NATIONAL YOUTH LEADERSHIP TRAINING (NYLT).** A six-day training course for youth leaders conducted at the council level.

**NATIONAL ADVANCED YOUTH LEADERSHIP EXPERIENCE (NAYLE).** A weeklong training experience conducted at Philmont Scout Ranch using the skills taught at National Youth Leadership Training (NYLT).

**NEW-SCOUT CONFERENCE.** The Scoutmaster meets with each new Scout in the troop to get acquainted, discuss Scouting, and welcome the boy into the troop. Held as soon as possible after the boy joins.

**OA.** See **Order of the Arrow**.

**OKPIK.** The winter camping program offered by the Northern Tier National High Adventure Program.

**ORDEAL MEMBERSHIP.** The induction phase of membership in the Order of the Arrow.

**ORDER OF THE ARROW (OA).** Scouting's national honor society, the members of which have been chosen by their peers for their Scouting spirit and camping ability.

**ORIENTEERING.** A cross-country race to reach a destination and certain checkpoints along the way with the use of a map and compass.

**PATROL.** A group of five to eight boys who belong to a troop and work together in and out of troop meetings. There are usually several patrols in one troop.

**PATROL LEADER (PL).** The youth leader of the patrol, elected by its members.

**PATROL LEADERS' COUNCIL (PLC).** Each patrol leader, representing his patrol, meets with the other patrol leaders and the senior patrol leader to plan their troop program. The Scoutmaster acts as an adviser.

**PAUL BUNYAN WOODSMAN.** A recognition given to a Scout who safely demonstrates skill with a long-handled ax.

**PHILMONT SCOUT RANCH.** National high-adventure base covering over 137,000 acres in northern New Mexico. Includes a center for volunteer training. Address is Cimarron, NM 87714.

**PROFESSIONAL.** A registered, full-time employee of the **BOY SCOUTS OF AMERICA** who has successfully completed formal training at the Center for Professional Development.

**RANK.** There are six ranks for Boy Scouts: Tenderfoot, Second Class, First Class, Star, Life, and Eagle Scout.

**REGION.** One of four large geographical administrative units of the BSA: Central Region, Southern Region, Western Region, and Northeast Region.

**REGISTRATION.** The payment of an annual registration fee; one of the requirements for membership in the **BOY SCOUTS OF AMERICA**.

**ROUNDTABLE.** A monthly program-planning and morale-building meeting for adult leaders.

**ROUNDUP.** A program to stimulate member-to-nonmember invitation to join a Scout troop.

**SAFE SWIM DEFENSE.** A plan with eight defenses for safe swimming.

**SAFETY AFLOAT.** Guidelines for safe troop activity afloat in craft less than 26 feet long.

**SCOUTER.** A registered adult member of the BSA who serves in a volunteer or professional capacity.

**SCOUTMASTER.** The commissioned volunteer leader, 21 or older, of a Boy Scout troop; appointed by the chartered organization.

**SCOUTMASTER CONFERENCE.** A distinctive feature of the troop advancement plan in which a Scoutmaster helps a Scout accept responsibility for his own growth toward each rank.

**SCRIBE.** An appointed officer in the troop or patrol who keeps the troop or patrol records.

**SECOND CLASS RANK.** The rank above Tenderfoot in Boy Scout advancement.

**SENIOR PATROL LEADER (SPL).** The elected boy leader who runs the troop meetings and the patrol leaders' council meetings, with the guidance of the Scoutmaster.

**SERVICE PATROL.** The name given to a patrol that has accepted an extra work assignment for the good of the troop.

**SERVICE STAR.** An insignia worn over the left shirt pocket of the uniform to denote number of years of service.

**SILVER PALM.** An Eagle Scout who holds the Gold Palm may receive this recognition by earning five additional merit badges and completing certain other requirements.

**STAR RANK.** The rank above First Class and below Life in Boy Scout advancement.

**SWIMMER TEST.** A specific set of tests to ascertain a minimum level of swimming ability required for deep-water swimming.

**TENDERFOOT RANK.** The first rank in the Boy Scout advancement program.

**TOTIN' CHIP.** A recognition given to Scouts who subscribe to the Outdoor Code and understand and can demonstrate the proper handling, care, and use of woods tools.

**TOUR PLAN.** Plan designed to assist troops in planning safe, healthful, and enjoyable trips and to ensure that proper procedures will be followed in case of emergency. The Tour Plan is filled out online at [www.MyScouting.Scouting.org](http://www.MyScouting.Scouting.org).

**TROOP.** The unit that conducts Boy Scouting for the chartered organization.

**TROOP COMMITTEE.** The committee appointed by the chartered organization to administer the affairs of the troop.

**TROOP INSTRUCTOR.** An older troop member proficient both in a Scouting skill and in the ability to teach that skill to others.

**UNIFORM.** Distinctive clothing worn by Scouts and Scouters.

**UNIT.** Term used to designate any one of the following: patrol, troop, squad, or team.

**VENTURE PATROL.** An optional older-boy patrol (ages 13 through 17) within a Scout troop.

**VENTURING.** A stand-alone program of the BSA for young men and women ages 14 through 20 who have completed the eighth grade and who subscribe to the Venturing Oath and Code.

**VENTURING CREW.** The unit that conducts Venturing for the chartered organization; its members are called Venturers.

**VIGIL HONOR.** A recognition for distinguished service in the Order of the Arrow.

**WILDERNESS USE POLICY.** An official plan that outlines the size limit, skill level, and conduct of any Scouting group going into backcountry or wilderness areas.

**WORLD CONSERVATION AWARD.** An award emphasizing the importance of our natural resources and our interdependence with other countries in fulfilling our mutual needs.

**WORLD SCOUT CREST.** An international award earned by participating in a meaningful international Scouting experience. May be obtained through the local council.

## SCOUT OATH

On my honor I will do my best  
To do my duty to God and my country  
And to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
Mentally awake and morally straight.

## SCOUT LAW

A Scout is:

Trustworthy, Loyal, Helpful,  
Friendly, Courteous, Kind,  
Obedient, Cheerful, Thrifty,  
Brave, Clean and Reverent.

## SCOUT MOTTO

Be Prepared!

## SCOUT SLOGAN

Do A Good Turn Daily.

## WHAT'S A "GOOD TURN"?

Some **Good Turns** are big—saving a life, helping out after floods or other disasters, recycling community trash, working with your patrol on conservation projects.

But **Good Turns** are often small, thoughtful acts - helping a child cross a busy street, going to the store for an elderly neighbor, cutting back brush that is blocking a sign, doing something special for a brother or sister, welcoming a new student to your school.

A **Good Turn** is more than simple good manners. It is a special act of kindness.





## APPENDIX B: NEW SCOUT CHECKLIST

This information can also be found on <http://bsatroop918.ScoutLander.com>

**Troop 918** has a website through Scoutlander. This website is a good source of information and the place to go to sign up for events, send emails and general troop communication. Get started quickly by:

- Provide **NAME & EMAIL ADDRESS** for **PARENT(S)/GUARDIAN(S)**;
- Provide **NAME & EMAIL ADDRESS** for **SCOUT** (*must be unique, cannot be the same as parent's, but once established all communications can be done through parent's account if desired*);

Send this information to [fourriversscouter@gmail.com](mailto:fourriversscouter@gmail.com).

### SCOUTS: (COMPLETE & RETURN TO SCOUTMASTER AFTER BRIDGING):

- Completed **BSA Youth Application**;
- Completed **BSA Troop 918 Annual Permission Form**;
- Completed **BSA Medical Forms, Parts A & B** (*no doctor's visit required*);
- Payment for Troop 918 annual dues (pro-rated). Check made payable to "**BSA TROOP 918**".

### PARENT(S)/GUARDIAN(S):

- Complete **YOUTH PROTECTION TRAINING (YPT)** (*required if you will be around the Scouts; this takes about ½ hour*);
  - To take **YPT** go to **MY.Scouting.org** and create an account;
  - You'll receive an immediate email notification with your account information, including a member ID/reference number;
  - From the **MY.Scouting.org** site, click **HOME > MY DASHBOARD** from the menu list. Follow **MY TRAINING > YOUTH PROTECTION TRAINING**;
  - Print certificate and notify Advancement Chair upon completion;
- Complete a Troop Resource Survey and return to Committee Chair or Membership Chair. Can be found online: ([http://www.scouting.org/filestore/pdf/512-116\\_WB.pdf](http://www.scouting.org/filestore/pdf/512-116_WB.pdf));
- Consider attending the **Committee Meetings** (held the **third Monday of each month at 7:00 p.m.**) to stay up-to-date and find out how you can help our troop!



#### THINGS TO GET FROM THE SCOUTMASTER AND/OR WEBMASTER:

- Scoutlander Logon Information (each Adult and Scout will receive individual login access);
- Scout Account creation should be confirmed with **Troop 918** Treasurer;
- Troop 918** neckerchief & slide and green shoulder loops (all presented at bridging or first meeting).

#### OFFICIAL BSA UNIFORM COMPONENTS TO GET FROM THE SCOUT STORE\*

- Boy Scout Handbook*;
- BSA shirt (*short sleeve* recommended);
- BSA Switchbacks™ (zip-off pants);
- BSA belt/buckle;
- BSA socks;
- Official shirt insignia (Baltimore Area Council shoulder patch, World Scout Crest);
- BSA merit badge sash;

\*The closest Scout Store is located at 7502 Connelly Drive, Suite 120, Hanover, MD 21076.

#### MERIT BADGE MADNESS & SUMMER CAMP

If your Scout bridges over from Cub Scouts in March and wishes to attend either **MERIT BADGE MADNESS** and/or **SUMMER CAMP** with **Troop 918**, please let the Scoutmaster know as soon as possible and fund Scout Account to cover programs.

- MERIT BADGE MADNESS:** You'll need to select from the Merit Badges offered;
- SUMMER CAMP:** You'll need to provide non-refundable \$50 deposit to hold your spot. Summer Camp generally costs about \$480 for the week and includes all meals and a Troop 918 T-shirt. The troop collects partial payments over a few months. New Scouts participate in a new Scout program. BSA Medical Form Part A, B & C will need to be completed. Part C requires a physician's signature.

## APPENDIX C: ALL ABOUT UNIFORMS

### FORMAL UNIFORM (DRESS CLASS A UNIFORM)

**Formal Uniform** (also referred to as “**Dress Class A**” Uniform) should contain all the appropriate insignias attached in their proper positions in accordance with BSA requirements and will be subject to periodic inspection. The **Formal Uniform** is worn to Scoutmaster Conferences, Boards of Review, Courts of Honor and other formal activities. A Scout will not be denied advancement for lack of official uniform parts, but troop leadership feels strongly that the uniform is an important part of Scouting.

FORMAL UNIFORM (DRESS CLASS A)	
<b>BOY SCOUT UNIFORM SHIRT</b>	Short or long sleeve with all appropriate insignia.
<b>BOY SCOUT PANTS</b>	Short or long, including Switchbacks with zip-off legs.
<b>BOY SCOUT BELT</b>	Web belt, leather belt with BSA Buckle or nylon belt included with Switchback pants.
<b>BOY SCOUT SOCKS</b>	Several options are available.
<b>NECKERCHIEF &amp; SLIDE</b>	New Scouts are given a green BSA neckerchief & slide when they Bridge from Cub Scouts or at the time they join the troop. Event-specific or special rank neckerchiefs and slides are also acceptable.
<b>BOY SCOUT HAT</b>	BSA-logoed or <b>Troop 918</b> hat. Usually optional as most activities are held indoors.
<b>MERIT BADGE SASH</b>	With merit badges sewn according to the uniform guide. Sash is worn over the <b>RIGHT</b> shoulder.
<b>FOOTWEAR</b>	For formal events, Scouts are expected to wear appropriate style brown or black “dress” shoes for the activity or location.

## FIELD UNIFORM (CLASS A UNIFORM)

**Field Uniform** (also referred to as “**Class A**” **Uniform**) should contain all the appropriate insignias attached in their proper positions in accordance with BSA requirements, and will be subject to periodic inspection. A Field uniform is worn to meetings, campouts and other less formal activities.

FIELD UNIFORM (CLASS A)	
<b>BOY SCOUT UNIFORM SHIRT</b>	Short or long sleeve with all appropriate insignia.
<b>BOY SCOUT PANTS</b>	Boy Scout pants recommended, but other similar looking pants (long or short) are acceptable. Pants should be appropriate for the designated activity or event.
<b>SCOUT HAT</b>	Optional.
<b>BOY SCOUT BELT</b>	Scout belt or other appropriate style (brown leather for example).
<b>FOOTWEAR</b>	Any close-toe shoes with soles suitable for running and playing. Dress shoes <i>not</i> recommended. For safety, <b><i>NO FLIP-FLOPS or open-toe shoes except on a pool deck at summer camp.</i></b>

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**ACTIVITY UNIFORM (CLASS B UNIFORM)**

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**Activity Uniform** (also referred to as “**Class B**” **Uniform**) is not considered by BSA as an official uniform, but it is worn for physical activities, informal situations, or summertime-wear.

<b>ACTIVITY UNIFORM (CLASS B)</b>	
<b>BOY SCOUT SHIRT</b>	Scouting “type” T-shirt or informal Scouting shirt (camp shirt*, BSA T-shirt, or troop T-Shirts)
<b>BOY SCOUT PANTS</b>	Should be activity appropriate (shorts, swimsuit, etc.)
<b>SCOUT HAT</b>	Optional.
<b>FOOTWEAR</b>	Any shoes with soles suitable for running and playing. Dress shoes <i>not</i> recommended. For safety, <b><i>NO FLIP-FLOPS or open-toe shoes except on a pool deck at summer camp.</i></b>
<b>*All Scouts who go to summer camp get a T-shirt each summer (included in price).</b>	

**Unacceptable Items (applies to everyone on any Scout activity)** - BSA policy forbids wearing T-shirts, jackets, sweatshirts, or other visible garments that display pictures or messages that are inappropriate to Scouting or to youth activities. These include items with “adult” or sexual content or foul language, racial/ethnic/religious/etc. stereotypes or slurs, or anything displaying the name or image of alcohol or tobacco products. The troop leadership has the final say whether a non-Scout related shirt is allowed during an activity.

## APPENDIX D: SAFETY & NON-REGISTERED ADULTS & YOUTH TROOP POLICY

1. Non-Scouts and especially parents are expected to understand that they are not and will never be covered by the BSA liability insurance no matter the situation. In addition, Boy Scouts are not covered under the insurance if they are doing non-Boy Scout activities (only covered by items listed in the *BSA Guide to Safe Scouting*). For example, if some Scouts decide to go white water rafting without the proper equipment, guide, etc. insurance will not cover them should they be injured. If the boys decide to do a paint ball fun event, they can do the event, but with the understanding they will not be covered by BSA insurance if someone gets hurt going to, during and going from the event.
2. The Scoutmaster, with the counsel of the Assistant Scoutmasters and the Patrol Leaders Council, may establish limits on how many “extra” participants there are at a particular troop or Patrol activity, to mitigate site size, logistics, and transportation issues.
3. With the approval of the Scoutmaster, Webelos or boys of the appropriate age considering joining **Troop 918** are welcome to participate in a few troop or Patrol activities, with an appropriate parent or guardian accompanying them.
4. With the approval of the Scoutmaster, Boy Scouts from other troops considering joining **Troop 918** are welcome to participate in a few troop activities.
5. With the approval of the Scoutmaster, immediate family members or family members with a Scouting background are welcome to join in troop activities. This class of participants is limited to immediate family members or those with a Scouting background due to their understanding of Scouting’s aims and methods and practical expectations or knowledge of the rigors and risks of an outdoor Scouting event.
6. It should be clearly understood that the program and daily activities planned for a troop or Patrol event will be focused on Boy Scout activities; i.e., activities will not be planned around “extra” participants, and that some of the Boy Scout activities may be limited to Scouts-only.
7. Extra participants will be expected to perform camp set-up, breakdown, cooking, clean-up, etc., as assigned by the Senior Patrol Leader or Scoutmaster.
8. Extra participants will be expected to pay the full activity fee, as appropriate for youth or adults.
9. Extra participants will be expected to complete appropriate permission slips or forms signifying they understand and accept the risks associated with Scouting activities and transportation.
10. Extra adult participants will be expected to understand and act in accordance with the *BSA Guide to Safe Scouting* and complete *Youth Protection Training*.
11. Extra participants must complete BSA Medical Forms as required.

## APPENDIX E: CAMPING CHECKLIST

The following list is a personal equipment checklist of items that should be brought on camping trips as appropriate for the weather. In addition, the *Boy Scout Handbook* has clothing and equipment checklists that should be reviewed for all camping trips.

- |   |   |
|---|---|
| <input type="checkbox"/> Backpack                           | <input type="checkbox"/> Camera (optional)                      |
| <input type="checkbox"/> Sleeping Bag                       | <input type="checkbox"/> Warm Weather Clothes                   |
| <input type="checkbox"/> Foam Sleeping Pad (optional)       | <input type="checkbox"/> Short-Sleeve shirt                     |
| <input type="checkbox"/> Change of Clothes                  | <input type="checkbox"/> T-Shirts (Including Class "B")         |
| <input type="checkbox"/> Flashlight                         | <input type="checkbox"/> Hiking Shorts                          |
| <input type="checkbox"/> Pocketknife (Totin' Chip Required) | <input type="checkbox"/> Swimsuit                               |
| <input type="checkbox"/> First Aid Kit                      | <input type="checkbox"/> Cap or Hat                             |
| <input type="checkbox"/> Toiletry Kit                       | <input type="checkbox"/> Bandannas                              |
| <input type="checkbox"/> Mess Kit                           | <input type="checkbox"/> Socks and Underwear                    |
| <input type="checkbox"/> Water Bottle                       | <input type="checkbox"/> Sweater or Warm Jacket                 |
| <input type="checkbox"/> Boy Scout Handbook                 | <input type="checkbox"/> Class "A" Uniform (worn to/from event) |
| <input type="checkbox"/> Notebook and Pencil                | <input type="checkbox"/> Cold Weather Clothes                   |
| <input type="checkbox"/> Sun Protection                     | <input type="checkbox"/> Long-Sleeve Shirt                      |
| <input type="checkbox"/> Insect Repellent                   | <input type="checkbox"/> Wool or Fleece shirt                   |
| <input type="checkbox"/> Compass                            | <input type="checkbox"/> Long Pants                             |
| <input type="checkbox"/> Sunglasses                         | <input type="checkbox"/> Polypropylene Long Underwear           |
| <input type="checkbox"/> Rain Gear                          | <input type="checkbox"/> Wool Socks and Sock Liners             |
| <input type="checkbox"/> Hiking Boots                       | <input type="checkbox"/> Boots                                  |
| <input type="checkbox"/> Watch                              | <input type="checkbox"/> Wool Sweater                           |

## APPENDIX F: LINKS TO USEFUL BSA WEBSITES AND DOCUMENTS

### **Annual BSA Health and Medical Record**

[http://www.Scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](http://www.Scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)

### **Boy Scout Uniform Inspection**

<http://www.Scouting.org/filestore/pdf/34283.pdf>

### **Adult Leader Uniform Inspection**

<http://www.Scouting.org/filestore/pdf/34048.pdf>

### **Religious Emblem Program**

<http://www.Scouting.org/Scoutsource/Awards/ReligiousAwards.aspx>

### **Troop Resource Survey**

[http://www.Scouting.org/filestore/pdf/512-116\\_WB.pdf](http://www.Scouting.org/filestore/pdf/512-116_WB.pdf)

### **What is Boy Scouting?**

[http://www.Scouting.org/sitecore/content/Home/Media/FactSheets/~/\\_media/legacy/assets/media/factsheets/02%20503.ashx](http://www.Scouting.org/sitecore/content/Home/Media/FactSheets/~/_media/legacy/assets/media/factsheets/02%20503.ashx)

### **Youth Protection Training**

<http://www.Scouting.org/filestore/pdf/34437.pdf>