

TROOP
60
HANDBOOK

PURPOSE OF THE BSA

The Boy Scouts of America was incorporated to provide a community organization with a program that offers effective character, citizenship and personal training for youth by focusing on vigorous outdoor activities.

BSA Mission Statement:

The mission of the Boys 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.

BSA hopes to:

- Develop American citizens who are physically, mentally and emotionally fit evidenced in the following qualities:
 - Initiative
 - Courage
 - Honesty
 - Responsibility
 - Resourceful
 - Personal values based on religious concepts
 - Desire and skill to help others
- Provide a program that helps young boys to understand the principles of the American social, economic and government systems
- Develop pride in American heritage and help boys to understand their role in the world
- Prepare boys to participate in and give leadership to American society

BSA is available to boys who have completed the fifth grade or are 11-17 years of age.

TROOP 60

Background

Troop 60 is a chartered troop of the Boys Scouts of America, sponsored by Westminster Presbyterian Church, Boardman, Ohio. The church is responsible for leadership, providing a meeting place and support for troop activities. Troop 60 is run by scouts, most notably the Senior Patrol Leader (SPL), Assistant Senior Patrol Leader (ASPL) and Patrol Leaders (PL). A Troop Committee, made up of adults, provides overall guidance and policy enforcement.

Troop 60 operates by three main principles developed by our Founder Lord Robert Baden Powell: the Patrol Method, the Boy-Led Troop and be Prepared.

The Patrol Method

“The patrol method is not a way to operate a Boy Scout troop, it is the only way. Unless the patrol method is in operation you don’t really have a Boy Scout troop.”

-Robert Baden-Powell

“The object of the patrol method is not so much saving the Scoutmaster (and adults) trouble as to give responsibility to the boy.”

-Robert Baden-Powell

“Never do anything a boy can do”

-Robert Baden-Powell

A patrol is a small group of scouts who actively work together on assignments that benefit the group, the individual members and the Troop as a whole. Each new scout will be assigned to a specific patrol.

The patrol method allows Scouts to interact in small groups where members can easily relate to each other. It places responsibility on young shoulders and teaches boys how to accept it.

Troop 60 operates under the patrol method. Each patrol operates as its own unit not only during the troop meetings, but also on campouts. The Patrols plan together, camp together, cook together, eat together, advance together and have fun together. Each member of the patrol is expected to actively participate in planning events, outing meals, presentations and other assigned activities. Each patrol elects one of its members to be a representative called a Patrol Leader (PL). These elections are held twice a year. Leadership duties begin immediately after the election.

While the adults can probably set up the tents, cook the meals and plan events more efficiently than the scouts, adult interference defeats two of the primary purposes of Boy Scouting—leadership development and becoming self sufficient. If it looks like your son needs help, encourage him to ask an older scout to show him how to do it. The older scout will be more than happy to help. Many new patrols will be assigned an experienced scout as a Troop Guide for this purpose. If you have a question, ask a uniformed leader.

Boy-Led Troop

“Scouting is a game for boys under the leadership of boys under the direction of a man.”

-Robert Baden-Powell

“Training boy leaders to run their troop is the Scoutmaster’s most important job.”

-Robert Baden-Powell

“Train scouts to do a job, then let them do it.”

-Robert Baden-Powell

In Troop 60 the boys are the leaders. The Senior Patrol Leader (SPL), Assistant Patrol Leader (ASPL), Patrol Leaders (PL) and various other positions, plan the yearly calendar, plan and run the weekly troop meetings and plan the outings. They do this through a leadership council known as the PLC (Patrol Leaders Council). This council is chaired by the SPL and meets once each month.

Patrol Leader (PL) is responsible for keeping patrol attendance records, advancement records and equipment information.

Patrol Quartermasters are responsible for patrol equipment up-keep.

Troop 60 boy leaders are expected to lead.

Be Prepared

Be prepared for what? “Why for any old thing.”

-Robert Baden-Powell

Troop 60 scouts are expected to “Be Prepared.” They are expected to prepare themselves by attending meetings, learning and using their scout skills and reading their scout

handbook. They are also expected to follow through with assignments to better themselves and fellow troop members.

Meetings

Held every Tuesday evening 7:00 to 8:30pm. year around in the scout room of the church.

Cancellations are usually only if school is cancelled that day due to weather or if by prior announcement.

During the school year the troop does NOT meet on “no-school” days

On certain occasions, the troop meeting may be moved to an alternate location.

Such changes will be announced in advance

Important announcements are made at the beginning of the meetings and at the end. Parents are invited to attend all meetings, but are encouraged to attend at least for the first and last 10 minutes to receive these announcements.

The scout should bring the following items to each meeting:

- Scout book
- Notebook and pencil
- Knot rope

Patrol Leader Council Meetings (PLC)

These meetings are the last Tuesday of each month unless announced otherwise. SPL, ASPL, PL’s are expected to attend. If the Patrol Leader is unable to attend, he should ask the Assistant Patrol Leader to attend in his absence.

Annual Planning Conference

Prior to the beginning of each program year (August), the PLC meets to plan the troops outing and program for the year. Planning includes themes ideas, outing and annual special events.

Purpose/ what happens at the meetings

Meetings are held:

- To provide leadership opportunities
- To plan outings and other troop activities
- To enjoy games and competition to test and learn skills
- To provide experiences toward advancement and merit badge
- To experience occasional outside speakers on a variety of topics
- To reinforce the principles of scouting
- Ceremonies and recognition

The Patrol Leader Council (PLC) organizes the scouting year into themes, each culminating in an outing. The weekly meetings are used to learn and practice new skills related to the theme, plan the outings and to work on advancement requirements.

Each meeting begins and ends with an appropriate ceremony, devotes some time to skill work, some to patrol meetings and usually will work in a game or competition testing the new skill.

The meetings are planned and run by the youth leaders and provide a lot of leadership-building experience.

The meetings are also a time to build and maintain scout spirit.

Formal recognition ceremonies are held quarterly during the regular meeting time.

Attendance

To be considered active, attendance is necessary to stay informed of troop activities and for rank advancement. Troop meetings are usually reserved for skill development. The skills the scout will need for most rank advancement will be used and applied during campouts. Attendance at several outings a year will expose the scout to many skills. The mastery of skills is necessary for rank advancement. Meeting attendance is important for planning and the patrol method of getting prepared for outings. Meetings help the scout to develop as a leader and/or patrol member. Those scouts accepting leadership roles are expected to attend regularly. Election to such a position and receiving credit for it requires regular attendance.

The Patrol Leader Council (PLC) plans a full year of activities that provide abundant opportunities for fun, rank advancement, community service and leadership. Regular attendance will ensure any scout all the opportunities he needs to meet the requirements for Eagle.

There are many energetic, ambitious scouts with many interests. Perfect attendance is not required. Many scouts from our troop have earned Eagle while playing sports, participating in band and other activities. It can be done.

Communications

Troop 60's objective is to provide effective communication so all scouts and their families know "what's going on" regarding troop activities. It is the scout and family's responsibility to take advantage of the opportunities to stay informed. Most information is given at the weekly meetings. Effective communication is a two way street.

The bulletin board in the troop meeting room and verbal announcements during the first 15 minutes and the last 15 minutes of the meetings are the troop's most common methods of communication.

Web Site

The troop web site is: www.cboss.com/scout60/boyscouts The troop will maintain an Internet web site with appropriate information available to troop families and the general public. The purpose of the web site is to inform troop families, promote the troop to potential members, and help other troops and scout leaders benefit from our experiences. Keeping in mind the public nature of the Internet, the troop "webmaster" will take care not to publish names and other information that could be used for harmful purposes.

UNIFORM

The uniform indicates a purpose and commitment to the BSA program ideals. All scouts wear a uniform in order to unify the troop and to identify its members.

Class ‘A’ Meeting attire: Tan BSA uniform shirt with all official insignia, olive pants or shorts, green BSA scout socks and closed toe shoes. This uniform is to be worn to regular meetings (Sept-May) and while traveling to and from all outings and community events.

Class ‘A’ Ceremony attire: Class A meeting attire **plus** merit badge sash and troop neckerchief. (NO Tennis Shoes) This uniform is to be worn to all Court of Honor ceremonies, Eagle Court of Honor ceremonies and announced special events.

Class ‘B’ Uniform: Blue Troop 60 T-shirt, a scouting related shirt or a plain t-shirt, olive pants or shorts and tennis shoes. This uniform is to be worn to regular meetings (June-Aug), during summer camp, during any summer outing.

Clothing with graphics depicting the promotion of tobacco, alcohol, drugs, rock bands, silly sayings, slang, etc. is unacceptable.

Standard Shirt Insignia

The following insignia are required on the official BSA shirt, and must sewn in the correct position:

Shoulder loops—red

Left sleeve—Western Reserve Council patch, Numeral 60, Troop position badge

Right sleeve—American flag, Quality Unit patch

Left Pocket—Badge of rank, Arrow of Light (if earned)

Troop Neckerchief

The Troop 60 neckerchief is a distinctive and unique emblem of the troop.

Blue----the blue sky of the great outdoors

Red----the sacrifices of those who have made our country free
the courage to live the scout law and oath

Compass---- points the way to go. It points to the northeast as in northeast Ohio where we begin our journey

TROOP CODE OF CONDUCT

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

A Scout tells the truth. He keeps his promises. Honesty is a part of his code of conduct. People can depend on him.

LOYAL

A Scout is true to his family, Scout leaders, friends, school and nation.

HELPFUL

A Scout is concerned about other people. He does things willingly for others without pay or reward.

FRIENDLY

A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs other than his own.

COURTEOUS

A Scout is polite to everyone regardless of age or position. He knows good manners and makes it easier for people to get along together.

KIND

A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not hurt or kill harmless things without reason.

OBEDIENT

A Scout follows the rules of his family, school and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

CHEERFUL

A Scout looks for the bright side of things. He cheerfully does tasks that come his way. He tries to make others happy.

THRIFTY

A Scout works to pay his way and to help others. He saves for unforeseen needs. He protects and conserves natural resources. He carefully uses time and property.

BRAVE

A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at or threaten him.

CLEAN

A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

REVERENT

A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, drugs and alcohol have no place in the scouting program and may result in the revocation of a scout membership in the unit.

Adult leaders will monitor scouts' behavior and intercede if necessary. Parents of scouts who misbehave will be informed by the leaders and asked to help deal with the problem. In the event that repetitive or serious incidents or misbehavior occurs, a meeting of the unit committee members will be called to meet with the parents to determine which is the best course of action to be taken to correct the problem. If a constructive course of action does not solve the problem, and the problem continues, the unit may revoke a scout's membership.

RANK ADVANCEMENT

Scout-----Tenderfoot----Second Class-----First Class-----Star-----Life-----Eagle

Rank advancement measures the growth of the scout. The achievement of each scout rank requires certain knowledge and the satisfaction of requirements. To attain the higher ranks in scouting (Star -- Life --Eagle) certain merit badges must be earned.

Active participation in the troop activities will enable the scout to advance with no problem. Troop outings offer fun, excitement and opportunity for advancement. Ultimately it is up to the scout to practice and master the skills needed for advancement.

It is the goal of Troop 60 for each new scout to attain First class within one year.

Once the scout feels he is ready to demonstrate sufficient knowledge and skill development for rank requirements, he must arrange a test session with either the Scoutmaster, Assistant Scoutmaster, registered adult leader or older scout appointed by the Scoutmaster.

After the scout has successfully demonstrated that he has completed the requirement, the leader performing the test acknowledges the fact by dating and initialing the appropriate area in the scout's handbook. The scout must then inform his patrol leader that he has completed a requirement so that his accomplishment is recorded in the patrol advancement records.

All scouts must have a current issue of the Boy Scout Handbook and should bring their handbook to all events.

The scout's parents may not sign-off on rank advancement except for the scout badge requirement that calls for a review of the Child Abuse pamphlet found in the scout handbook and confirming the scout displays scout spirit in his day-to-day life. (Tenderfoot #13, 2nd Class #9, 1st Class #10). These requirements state that a scout must display scouting spirit in their day-to-day life by applying the principles of the scout oath and the scout law to their everyday life. Parents are in the best position to accurately judge if the scout, on a daily basis, has met this requirement.

Once all the requirements are signed off for a rank, a Scoutmaster conference is scheduled, and then a Board of Review. The Scoutmaster conference must be completed before the Board of Review unless instructed otherwise.

Some merit badges are worked on during troop meetings and some require additional individual work at home in conjunction with a merit badge counselor.

Scoutmaster Conference

After the scout completes the requirements for each new rank, he must contact the scoutmaster to schedule a conference with him. The scoutmaster Conference is an informal discussion between the scout and the scoutmaster about the scout's accomplishments and to set goals for his future in scouting. The scout must present himself in **class A meeting attire** and bring his **handbook**.

Board of Review

Purpose—To assure the scout has completed rank requirements
To assure the scout is having a good experience in scouting
To allow the scout to ask questions and verbalize his suggestions for the troop.
To encourage the scout to progress further.

Following the scoutmaster conference, as a final step in advancing rank, the scout will have a Board of Review: a meeting with a group of adults from the troop who will also review the scout's rank advancement efforts to see if the standards have been met. A discussion with the scout about what he has done and what he has learned in the process completes the review. It may allow for discussion of the scout's ideas about scouting and troop activities in which he has participated. It is the scout's responsibility to schedule the Board of Review by contacting 3 adult leaders from the troop. The scout must present himself in class A meeting attire and bring his handbook.

Board of Review's are usually held once a month. The sign-up sheet is on the bulletin board.

After a Board of Review is successfully completed, the scout is responsible for notifying the Advancement Chairperson to make sure that his rank advancement and dates of rank achievement are recorded in the troop records.

The scout is also responsible for informing the advancement Chairperson of any scouting awards, other than rank advancement, that he has earned and the camping nights with the troop.

Merit Badges

Merit badge requirements are listed in the merit badge booklets that can be borrowed from the troop library by contacting the troop librarian or may be purchased at any BSA Resource Center. The first thing to do is obtain a blue merit badge card from the librarian and ask the scoutmaster for approval to start the merit

badge by having him sign the card. Once the signed blue card is obtained, the scout should contact the Merit Badge Counselor who can guide you through the requirements. When the requirements are completed and “signed off” by the authorized Counselor, present the blue card to the Advancement Chairman who will order the Merit badge earned.

Courts of Honor

The Court of Honor is a ceremony in which formal recognition of scout achievement is given to the scouts who earned merit badges, advanced rank, won awards or otherwise distinguished themselves. The full Class A ceremony uniform is required.

Courts of Honor are planned and conducted by the scouts for their families four times a year: March, June, September and December. A patrol is assigned to provide and serve refreshments.

Courts of Honor are held in the scout meeting room of the church. The June Court of Honor is a family potluck picnic held in the pavilion on the church grounds. The Scouts plan these events.

The date of the Board of Review is considered the date of rank advancement even though a scout may not receive the new rank patch until the next meeting or Court of Honor.

Eagle Courts of Honor

The Eagle is Scouting’s highest rank award. Eagle events are planned and hosted by the Eagle Scout’s family. All scouts attending the Eagle Court of Honor are required to wear the Class A ceremony attire.

Community Service

A Scout is Helpful. A Scout is Kind. Community service is required for Rank Advancement. It is recommended that each scout keep a record of the date, hours and projects in which he has served.

The troop’s expectation is for all scouts to help whenever they are needed or called upon. Not just to complete the service obligation for rank advancement, but help whenever possible: to help our sponsor organization (Westminster Presbyterian), to help with community needs, to help Eagle candidates with their Eagle service projects and just to be helpful as part of the spirit of scouting.

ADULT PARTICIPATION

Troop Committee

Every parent is strongly encouraged to become a member of this committee. A small fee is required to become registered through the scout council. By being a member you will receive Scouting magazine. However, you do not have to be a registered member in order to attend the Troop committee meetings. In order to vote on important topics concerning the troop, an adult must be a registered member of the Troop committee.

Troop Committee Meetings

The troop committee meetings are designed for the parents, youth leaders and scoutmasters to discuss matters relating to the troop. The troop strongly encourages the participation of at least one parent at these meetings. The committee meets quarterly during the regular troop meeting in an adjacent room. These meetings are usually held in March, June, September and December.

Parent Participation

The success of an organization is measured by the involvement of its members. Parent involvement is an essential part of Scouting. Parent help is expected and strongly encouraged. The type of help is different from cub scouts. Parents are needed for:

1. Boards of Review held monthly
2. Merit Badge Counselors (individuals with a fair amount of interest and knowledge about the topic) Renewed yearly.
3. Membership of the Troop committee that supports the Boy lead Troop
4. Fundraising activities
5. Various Committees
6. Transporting and accompanying Scouts on outings

Annual Troop Fund Raisers

Maple Syrup Festival Basket Raffle-----Held in the spring each year in Boardman Park

Prior to the festival, the scouts are asked to solicit donations from area businesses for items to be placed in the baskets. After the items are collected, parent volunteers create decorated theme baskets to be raffled. Tickets are sold while the baskets are displayed at the Maple Syrup Festival.

Music in the Park Cake and Beverage Sale-----Held June-August at Boardman Park
Scouts and parents are asked to donate cakes and pop for this event and help to sell these items on pre-selected dates.

Monies raised at these events are used to purchase and replace equipment for the troop. These events must be successful to keep the troop financially strong.

Can Collection-----Aluminum cans are collected once per month (1st Tuesday) for recycling and fund raising.

Annual Scout Fund Raisers

Popcorn Sales-----Held September to November. Delivery in December

Entertainment Book Sales-----Held September to November

Money raised on popcorn and entertainment books go directly into the scout's account. The money a scout raises can be used for scouting related activities or supplies.

Smoking

BSA policy prohibits smoking and tobacco use by adults in the presence of the scouts.

TROOP LEADERSHIP POSITIONS

Every scout is encouraged to assume different positions within the troop. These are opportunities to grow in leadership and to fulfill advancement requirements. No scout will be forced to take a position. Scouts may choose to accept a position when he feels ready for the challenge of assuming that role.

All rank advancement above First Class requires leadership service, which can be satisfied by effective performance in any of the following positions.

Because the entire troop depends on these leaders, failure to follow through on outings, meetings, special events or carry out responsibilities may result in the leadership position being transferred to another scout.

Elections for Troop Leadership Positions are held every six months in October and April. In the event that no scout volunteers to run for the leadership positions, these positions will be appointed by the SPL, Scoutmaster or Assistant Scoutmaster.

All elected and appointed positions should be fun and rewarding.

Senior Patrol Leader (SPL)

When accepting the role of SPL, the scout agrees to provide service and leadership to the troop. The SPL is responsible to the Scoutmaster, Assistant Scoutmaster and troop members.

Specific Duties of the SPL include:

Preside at all troop and PLC meetings, events, activities and annual program planning conference.

Assign duties and responsibilities to other junior leaders.

Set an example.

Wear the uniform correctly.

Live by the Scout Oath and Law.

Show and help develop Scout spirit.

Assistant Senior Patrol Leader (ASPL)

When accepting the role of ASPL, the scout agrees to provide service and leadership to the troop. The ASPL is responsible to the SPL.

Specific Duties of the ASPL include:

Be responsible for training and giving direct leadership to the following junior leaders: historian, Order of the Arrow troop representative, scribe, librarian, quartermaster and chaplain aide.

Help lead meetings and activities as called upon by the SPL.

Guide the troop in the SPL's absence.

Perform tasks assigned by the SPL.

Function as a member of the PLC.
Set a good example.
Wear the Scout uniform correctly.
Live by the Scout Oath and Law.
Show and help develop Scout spirit

Patrol Leader (PL)

When accepting the role of PL, the scout agrees to provide service and leadership to the troop. The PL is responsible to the SPL.

Specific Duties of the PL include:

Be responsible for giving leadership to his patrol members by keeping them informed of information discussed during PLC meetings, providing guidance during troop meeting and outings.
Take weekly attendance within the patrol.
Help lead patrol activities and planning as called upon by the SPL.
Perform duties assigned by the SPL.
Function as a member of the PLC.
Set a good example.
Wear the Scout uniform correctly.
Live by the Scout Oath and Law.
Show and help develop Scout spirit.

Assistant Patrol Leader (APL)

When accepting this role of APL, the scout agrees to provide service and leadership to the troop. The APL is responsible to the PL and SPL.

Specific Duties of the APL include:

Assisting with leadership within the patrol as needed and as directed by the PL.
Function in the PL role in his absence. See duties listed above.
Attend PLC meeting when PL is unable to attend. In a timely manner, report to the PL all information discussed during the meeting.
Set a good example.
Wear the Scout uniform correctly.
Live by the Scout Oath and Law.
Show and help develop Scout spirit.

Troop Guide (TG)

When accepting the role of TG, the scout agrees to provide service and leadership in the troop. The TG is responsible to the Scoutmaster, Assistant Scoutmaster and SPL.

Specific Duties of the TG include:

Introduce new scouts to troop operations.
Guide new scouts through early scouting activities.
Help new scouts earn the first Class rank in their first year.
Teach basic scout skills.

Coach the PL of the new-scout patrol on his duties.
Attend PLC meetings with the Pl of the new-scout patrol.
Set a good example.
Wear the scout uniform correctly.
Live by the Scout oath and Law.
Show and help develop scout spirit.

Historian

When accepting the role of historian, the scout agrees to provide service and leadership to the troop. The Historian is responsible to the ASPL, Scoutmaster and Assistant Scoutmaster.

Specific Duties of the Historian include:

Gather pictures and facts about past activities of the troop and keep them in scrapbooks or information files.
Take care of troop keepsakes.
Keep information about troop alumni.
Set a good example.
Wear the scout uniform correctly.
Live by the Scout Oath and Law.
Show and develop Scout spirit.

Librarian

When accepting the role of Librarian, the scout agrees to provide service and leadership to the troop. The Librarian is responsible to the ASPL, Scoutmaster and Assistant Scoutmaster.

Specific Duties of the Librarian include:

Establish and maintain a troop library.
Keep records on literature owned by the troop.
Add new or replace items as they are outdated or as needed.
Have literature available for borrowing at the troop meetings.
Maintain a system to check literature in and out.
Follow up on late returns.
Set a good example.
Wear the scout uniform correctly.
Live by the Scout oath and Law.
Show and help develop Scout spirit.

Scribe

When accepting the role of Scribe, the scout agrees to provide service and leadership to the troop. The Scribe is responsible to the ASPL, Scoutmaster and Assistant Scoutmaster.

Specific Duties of the Scribe include:

Attend Patrol Leaders' Council meetings (PLC).

Keep a log of PLC meetings.
Keep attendance record
Set a good example.
Wear the scout uniform correctly.
Live by the Scout Oath and Law.
Show and help develop Scout spirit.

Chaplain Aide

When accepting the role of Chaplain Aide, the scout agrees to provide service and leadership to the troop. The Chaplain Aide is responsible to the ASPL, Scoutmaster and the Assistant Scoutmaster.

Specific Duties of the Chaplain Aide include:

Lead “Scouts own” services on campouts as directed.
Encourage saying grace at meals while camping or on activities.
Lead troop in prayer at troop meetings, Courts of Honor or other activities as directed.
Set a good example.
Wear the scout uniform correctly.
Live by the Scout Oath and Law.
Show and help develop Scout spirit.

Quartermaster

When accepting the role of Quartermaster, the scout agrees to provide service and leadership to the troop. The Quartermaster is responsible to the ASPL, Scoutmaster and Assistant Scoutmaster.

Specific duties of the Quartermaster include:

Keep records of patrol and troop equipment.
Keep equipment in good repair.
Keep equipment storage area neat and clean.
Issue equipment and see that it is returned in good order.
Suggest new or replacement items to the troop committee or Scoutmaster.
Work with the troop committee member responsible for equipment.
Set a good example.
Wear the Scout uniform correctly.
Live by the Scout Oath and Law.
Show and help develop Scout spirit.

Den Chief

When accepting the role of Den Chief, the scout agrees to provide service to the Cub Scout Pack. The Den Chief is responsible to the Den leader, Cubmaster and the Pack Committee.

Specific Duties of a Den Chief include:

Serve as the activities assistant at den meetings.

Contact and/or meet regularly with the den leader to review the den and pack meeting plans.

If serving as a Webelos Den chief; help prepare boys to join boy scouting.

Project a positive image of Boy Scouting.

Set a good example.

Wear the scout uniform correctly.

Live by the Scout Oath and Law.

Show and help develop Scout spirit.

Order of the Arrow Troop Representative (OA Rep)

When accepting the role of OA Rep, the scout agrees to provide service and leadership to the troop. The responsibility should be fun and rewarding.

The OA Rep is responsible to the Scout master and Assistant Scoutmaster.

Specific Duties of the OA Rep include:

Reporting any information about OA activities pertinent to troop members.

Organize OA elections annually in April with the Scoutmaster and the OA Leader.

Project a positive image of the Order of the Arrow.

Set a good example.

Wear the scout uniform correctly.

Live by the Scout Oath and law.

Show and help develop scout spirit.

Spirit Award Coordinator

When accepting the role of Spirit Award Coordinator, the scout agrees to provide leadership to the troop. The responsibility should be fun and rewarding.

The Spirit Award Coordinator is responsible to the Scoutmaster and Assistant Scoutmaster.

Specific Duties of the Spirit Award Coordinator include:

Evaluate the patrol member attendance and uniform compliance.

Timely distribution of spirit beads.

Coordinate the monthly spirit award with the SPL and the Scoutmaster.

Set a good example.

Wear the scout uniform correctly.

Live by the Scout Oath and Law.

Show and help develop scout spirit.

Adult Leadership

Scoutmaster

The scoutmaster has the responsibility for overseeing all scout activities. It is his task to make sure that scouting activities are purposeful, safe and accomplishes the aims of scouting. He is responsible for training boy leaders. He is the advisor to the Patrol Leaders' Council.

Assistant Scoutmaster

The assistant scoutmaster assists the scoutmaster in his responsibilities.

Troop Committee

The troop committee is all the parents of the scouts. They are responsible for selecting the scoutmaster, approving the assistant scoutmasters, treasurer and committee chairman. The troop committee oversees advancement, financial matters, approving outings and establishing troop policies.

Troop Committee Chair

The troop committee approves the troop committee chair selection. The chairperson presides over the troop committee meetings and Eagle Courts of Honor.

Advancement Chair

The advancement chair keeps up to date record of individual scout advancements and orders rank and merit awards.

Treasurer

The treasurer collects fees and keeps accurate records of the Troop account and the individual scout's accounts.

Merit Badge Counselor

A merit badge counselor is a position applied for thru council. The counselor is proficient in the subject matter of one or more of the numerous merit badges available to the scouts. See Merit Badge Counselor Procedure.

Popcorn Kernel

The popcorn kernel coordinates the annual sale and distribution of popcorn in the fall each year.

Maple Syrup Festival Chairperson

This chairperson coordinates the outside scouting events at the annual Boardman Park Maple Syrup Festival.

Entertainment Book Chairperson

The chairperson coordinates the annual sale and distribution of Entertainment Books in the fall each year.

Music in the Park Cake Sale Chairperson

The chairperson coordinates the cake sale at Boardman Park on various dates during the summer months.

Can Recycling Chairperson

The chairperson collects cans for recycle from the scouts on the first Tuesday of each month then delivers them to the recycling center in exchange for cash. The money collected is deposited into the Troop account.

FINANCES

Using troop accounts

At registration each adult and scout has an account created in the accounting software. The account can be used to put money aside for scouting related fees and gear. This encourages the scouts to be thrifty and to learn personal financial skills.

Depositing money into account

Money will enter the account routinely in a number of ways.

All individual scout fundraising profits will be credited to the scouts account.

Refunds or other overpayments, most commonly camp fees, will be credited to the scout's account.

To make a deposit to the account, write a check to Troop 60 and specify to the treasurer that it is for the scout's account.

Parents may also request inter-account transfers between themselves and their sons, or between siblings.

If parents have a reimbursement due to them, funds may be directed to their own account or to their son's account.

Using money from account

Only the amount within the account can be used----NO credits.

To use your account for campout fees, registration or other program fees, simply ask the treasurer to use the money in your account.

To use the account to purchase scout gear (uniforms, tents, compass, etc) simply bring a receipt for the purchase to the treasurer and request a reimbursement from your account.

To take money out of the account for any reason, a parent must make the request to the treasurer.

A personal statement can be requested at any time. A statement will be distributed to each troop member periodically.

Parents have the ultimate control over the account. The scout should be encouraged to take responsibility for his own accounts in order learn personal financial management.

A receipt will be written for every account transaction. Please keep them.

Closing account

At the end of a scout's career with troop 60, if money is remaining in his account, the scout may choose to withdraw the money within 90 days or donate it to another scout's account or to the troop account.

If after the 90-day period, a refund hasn't been requested the account balance will merge into the troop's general account and the account will be deleted.

A zero balance does not close your account. As long as you are a registered member of the troop, you have an open account.

Paying for troop activities

Please pay by check if possible written to Troop 60, with the note field completed.

Every effort is made to keep outings affordable, with the fee corresponding to the actual cost. The biggest variable is food cost; so much of the actual cost is up to the patrol’s menu choices. A general estimated fee is collected in advance. After the event, the costs are reconciled and overpayments are refunded to the participant’s account. Occasionally, low-cost trips are collected after the event.

Fees for summer camp are all-inclusive and are determined by the council, not our troop.

Fees for outings that include classes or special excursions, like ski trips or cave exploration will depend on the course signed up for. These will almost always be collected in advance.

Non-refundable fees

Be aware that some destinations involve cancellation deadlines and non-refundable fees or deposits. Non- refundable means just that.

Budgeting

For a typical year scout expenses include:

Summer Camp-----	\$180
Laurel Caverns, 2 classes-----	\$40
Ski trip-----	\$60
Local Campouts (7 @\$25 each)-----	\$175
Registration, 1 boy-----	\$25

This does not include clothes, equipment or spending money.

Recharter/ Fees

The council requires the troop to recharter at the beginning of March each year. A reminder is given to each scout and registered adult prior to this date. The scouts and registered adults are required to forward the fees to the treasurer by the end of February each year.

TROOP OUTINGS

The troop plans outings several times a year. Camping, hiking and other outdoor activities are essential elements of the advancement process by utilizing specific skills the scouts develop self-reliance. Scouts learn to accommodate to group needs as well as to eventually provide group leadership.

All scouts planning to attend an outing should try to attend the regular Tuesday meeting prior to the scheduled outing to stay informed and participate in the planning.

Any cancellations must be confirmed with the outing leader no later than the Tuesday prior to the outing. Food is usually purchased after that meeting. Any scout canceling late will still be required to pay for the food purchased.

Payment for individual outing have different fee due dates, so it is important to be aware of the dates and be prompt with payment. If a scout has not paid by the due date his name will be removed from the list.

Transportation arrangements are also made on the Tuesday before the outing. The adult in charge of the campout must approve special arrangements.

Camp Equipment

- Personal gear (pages 51-54 in scout handbook)
- Backpack or equipment bag
- Sleeping bag (minus 5 degrees to plus 20 degrees temp rating)
- Tents--- provided by the troop committee
- First Aid Kit. The troop has a well supplied kit, however, each scout is required to have a personal First Aid Kit at all camp outs.
- Scout Handbook, paper and pencil
- Foam pad
- Plastic ground cloth
- Mess kit and eating utensils (stainless steel)
- Hiking boots
- Flashlight (waterproof)
- Rain gear
- Scout Spirit
- Insect repellent
- Sun Screen

REQUIRED FORMS

Medical Forms

All medical histories and medical treatment consent forms must be current and on file before scouts may go on an outing. Adults must also have Personal Health and Medical record forms completed before they go on certain outings.

In general, for scouts, a Class 1 Form (updated annually) is required for non-strenuous outing of less than 72 hours; a Class2 form (updated every 36 months for participants under the age of 40) is required for activities of non-strenuous activities exceeding 72 hours; a Class3 form (updated every 12 months) is required for high adventure activities.

Insurance forms for Drivers

Drivers must submit forms that document current automobile insurance liability coverage and number of seat belts. These forms are kept on file.

Permission Forms

Other special consent forms may be required for some activities.

Tour Permits

For the purposes of insurance through the national Boy Scouts of America, Tour Permits are required for **ALL** outings.

It is the responsibility of the adult outing leader to submit the necessary forms for the tour permit. Forms are available through the Council office or off the Internet.

MISCELLANEOUS

Troop-owned Equipment

The troop owns most of the needed equipment for troop outings, including troop trailer, tents, stoves, lanterns, awnings and basic cooking utensils. Each patrol is assigned a patrol box containing needed equipment for outings. It is the responsibility of the patrol to inventory and clean any used items in order to prepare it for the next outing. The patrol should report any damaged, lost or worn-out items to the scoutmaster for replacement.

Troop Library

The troop owns numerous merit badge books, reference book and leader handbooks. These items may be borrowed at any time from the troop librarian.

Banned Items

The following items are banned from all troop activities for all youth and adult participants, unless specifically approved by the scoutmaster or his assistants:

- Any candle or candle lantern (because of the fire risks in tents)
- Any non-folding knife (sheath knife)
- Butane Lighters
- Any glass
- Any radio, “walkman”, MP3 players or electronic games (to preserve the outdoor experience)

Venture Patrol

Eligibility Requirements

At least 13 years old
First Class Requirements completed
Attend a Scoutmaster conference to discuss the Venture Patrol Program
Proficient in the basic outdoors scouting skills
Be physically fit for high adventure activities
Attend Pre-Trek planning and skill building sessions
Follow Leave No Trace camping guidelines

What does the Venture Patrol do?

The Venture Patrol will plan and participate in high adventure activities known as Treks. A Trek can last as little as 2 days and 2 nights up to multi week expeditions based on what the Venture Patrol wants to do.

Examples of a Trek:

A weekend backpacking trip that covers 15 miles of hiking
A multi-day canoe trip where scouts camp along a river and carry all the gear in the canoe
A multi-day event where scouts set up a base camp and participate in different rock climbing and rappelling activities
A week-long expedition to one of the BSA high adventure bases
Participate in the high Adventure program at seven ranges summer camp

The Venture Patrol's goal will be 3-4 mini Treks per year and one week-long Trek each year. Prior to each trek there will be a 4-12 week period of planning and skill development for the up-coming trek. Participants must attend these sessions to be eligible for the trek. The majority of these sessions will be held during the regular Tuesday troop meetings.

Any scout may participate in a trek provided that they meet the eligibility requirements, attend all planning and skill development sessions and space is available. Venture Patrol members have first option to participate if there is limited availability.