



# **Troop 10**

Stony Point, New York  
Atonement Lutheran Church

# **Guidelines & Policies**

*Prepared by the Troop Parents Group*

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# Introduction

The Parents Group of Troop 10, also known as the Troop Committee, has created this Guidebook so that its members will have a clear understanding of the troop's policies and procedures. The troop has developed these over the years, and they will continue to evolve to meet the troop's growing needs.

We operate Troop 10 in accord with the rules, policies, and requirements of the Boy Scout Program as provided by the Boys Scouts of America. Additionally, as a part of the youth program of the Atonement Lutheran Church, the troop's policies also reflect those of the Church.

It is the ardent wish of Troop 10 that all its members have a memorable and successful scouting experience. To this end, the troop has found it necessary to clearly state its interpretations of the Boy Scout Program. This is done to ensure that each scout and his family will understand what the troop expects of him, before undertaking a scouting challenge, and so that we will treat him fairly and meet the requirements of the scouting program.

# Troop Committee

## Troop Committee Bylaws

1. As parents our responsibility within the troop is to:
  - review and approve the troop's plans and support the program
  - provide the necessary resources to carry out the program
2. The Troop Committee meeting is our primary vehicle for discussing these responsibilities and reaching a consensus on specific issues.
3. We hold Troop Committee meetings the first Wednesday of each month at Atonement Lutheran Church. (In case of a conflict, the Chairperson will reschedule the meeting.)
4. Meetings will begin promptly at 8:00 p.m. and end by 10:00 p.m.
5. The troop expects that one adult member of each family will attend each Troop Committee meeting.
6. The Troop Committee will form committees for all major parent responsibilities, such as Finance, Advancement, Trip Planning, Equipment, Publicity, Money Earning Projects, and Hospitality.
7. Each parent will be a member of at least one committee. A single parent can head only one committee.

8. Each committee head or chairperson will provide a status report at the Troop Committee meeting. In the event a committee head cannot attend a meeting, the committee head must arrange for an alternate to report to the meeting.
9. It is the responsibility of each parent to stay current with the activities of the Troop Committee and its component committees.

Parent participation is a requirement for each scout's enrollment in Troop 10. One adult from each scout family is expected to attend the monthly committee meeting. In addition to participating in the Troop Committee, parents must be willing to provide transportation to scouting activities, participate in troop money earning activities, and sit in on troop Boards of Review.

## **Troop Committee Committees**

### **Advancement**

1. Check to see that scouts advance in rank.
2. Arrange troop Boards of Review.
3. Enlist parents to sit in on the Boards of Review.  
The goal should be that each scout parent participates equally.
4. Prepare and submit necessary advancement reports to the Council.
5. Acquire all necessary advancement badges, medals, certificates, etc. for the Court of Honors.
6. Conduct frequent Courts of Honor.
7. Develop, maintain, and ensure troop advancement standards with the Scoutmaster.

8. Maintain standards and checklists for troop Eagle Courts of Honor.

### **Equipment**

1. Maintain an inventory of troop equipment
2. Supervise and help obtain troop equipment
3. Work with the Scoutmaster and Quartermaster(s) on inventory, storage, and proper maintenance of troop equipment
4. Make sure all equipment is marked as belonging to Troop 10

### **Family Trip**

1. Research potential activities and sleep over facilities available at the selected family trip location
2. Research transportation options for the family trip
3. Present proposed budget and activities to the Troop Committee for discussion
4. After Troop Committee and Patrol Leaders Council approval, make necessary reservations for the family trip
5. Track the collection of family trip fees from participants

### **Finance**

1. Report to troop parents at each meeting
2. Provide a monthly summary report
3. Supervise a camp savings plan
4. Maintain troop checking account
5. Handle all troop funds. Pay bills on recommendation of Scoutmaster and authorization of Troop

## Committee

6. Ensure financial accountability of each troop activity

## **Hospitality**

1. Coordinate reception following Courts of Honor
2. Coordinate scout dinner, family picnic, and other hospitality events.

## **Money Earning**

1. Work with Troop Finance Committee to decide financial needs
2. Research and present money earning opportunities to Troop Committee.
3. Work with parents and Scoutmaster for scheduling of events and troop participation
4. Coordinate project implementation
5. Work with Troop Secretary to obtain permits, etc.

## **Outdoor/Trip Planning**

1. Help research potential camping sites and secure permission to use sites selected
2. Provide camp trip details to secretary for inclusion in troop minutes.
3. Secure tour permits

## **Publicity**

1. Research vehicles to publicize Troop 10 activities
2. Publicize fundraising activities
3. Publicize advancements, troop activities, etc.



## **Secretary**

1. Keep minutes of meetings and distribute to all parents
2. Make reminder phone calls prior to each Troop Committee meeting
3. Keep copies of all Scout and leader physicals.

## **Summer Camp**

1. Make arrangements for troop summer camp activities
2. Recruit appropriate adult leadership for the selected activities
3. Register scouts for each activity
4. Ensure that all payments are made in accordance with the summer activity schedule
5. Ensure that all necessary forms are filed and prepared by the scouts

## **Transportation**

1. Secure drivers for troop outings
2. Work with Troop Trip Planning Committee to coordinate transportation requirements

# Troop By-Laws

## Meetings

Troop meetings are from 7:00 to 8:30 p.m. The troop expects that scouts will arrive on time (by 6:55 p.m.) and be picked up at the conclusion of the meeting.

The first weekly meeting for the year will be after the start of the school year.

The Senior Patrol Leader will be elected during the first scheduled troop meeting of the year.

We will form the patrols and elect Patrol Leaders by the second scheduled troop meeting of the year.

The Patrol Leaders Council will set a tentative calendar before the September Troop Committee meeting. The Senior Patrol Leader will call the chairperson to get on the agenda and present the calendar at a Troop Committee meeting. The Troop Committee will review and approve the Scout calendar for the upcoming year.

## Attendance

### Troop Meetings

Proper scout development begins with regular attendance at troop meetings. A scout is to notify his Patrol Leader when he cannot attend a troop meeting. It is up to the scout to contact his Patrol Leader after a missed troop meeting to get announcements about upcoming activities. When a scout misses **two** consecutive meetings without notifying his Patrol Leader, the Patrol

Leader will call the scout to find out the nature of his absences. When a scout has missed **three** consecutive meetings, the Scoutmaster or an Assistant Scoutmaster will contact the scout's parents. After this contact, we will decide whether the scout will be deemed inactive.

## **Troop Activities**

Troop 10 participates in many outdoor activities. The yearly troop plan calls for an outdoor activity each month. These activities may be limited to the troop, be held with another troop(s), or be a district or council-sponsored activity. Friends or relatives of scouts from eleven to seventeen years old may attend a troop activity with the prior approval of the Scoutmaster. These guests may attend only one activity.

All scouts in good standing may participate in an outdoor activity. Since an outdoor activity requires a great deal of planning and coordination, we expect all scouts to attend the entire event. A scout who needs to arrive late or leave early from an activity must get the Scoutmaster's (or designated Assistant Scoutmaster) prior approval.

Recognized reasons for not attending an activity are sickness, school work, or a school extracurricular activity. Notes for school extracurricular activities for extended periods should be written in advance and state the period involved.

The parent of each scout must fill out a permission form before the activity. The Scoutmaster must have a current medical form for a scout to participate in any troop activity.

## **Questions about Troop Activities**

When a scout has a question about a troop activity, he is to contact his Patrol Leader or Assistant Patrol Leader. If he cannot contact his Patrol Leader, he is to contact the Senior Patrol Leader. Senior scouts are to contact the Assistant Senior Patrol Leader. When a Patrol Leader has a question, he is to contact the Senior Patrol Leader or the Assistant Senior Patrol Leader. Only the Senior Patrol Leader or the Assistant Senior Patrol Leader is to directly contact the Scoutmaster, or any Assistant Scoutmaster.

Any scout with a question about his advancement or any non-troop activity-related matter may directly contact the Scoutmaster or any Assistant Scoutmaster. A scout should bring any problem to the attention of the Scoutmaster.

Any information about a troop activity will be provided to scouts during the troop meeting. When information must be provided at other times, the Senior Patrol Leader will contact the Patrol Leaders and the Assistant Senior Patrol Leader. The Patrol Leaders will contact each member of their patrol and their Assistant Scoutmaster advisor. The Assistant Senior Patrol Leader will contact Senior scouts who are not members of a patrol.

## **Dues**

Weekly dues will be \$1.00 per troop meeting whether or not the scout is present. A scout should keep his dues current and should not fall more than three weeks behind. The Troop Scribe works with the Troop Financial Chairperson to keep the official record of dues receipts.

A scout must have his dues paid in full to advance in rank or to be recognized in a Court of Honor.

## **Advancement**

Each scout will keep an Advancement Card to keep track of his progress towards each rank. Loss of a card will cause a scout to repeat the requirements for the ranks of Tenderfoot, Second Class, and First Class.

The Advancement Card must be presented before a scout has any requirement checked, the start of a Scoutmaster's Conference, and the start of a Board of Review.

A scout may start working on merit badges after attaining the rank of First Class. A scout will obtain an Advancement Card from the Scoutmaster. Normally a scout must return a completed Advancement Card before requesting an Advancement Card for another merit badge.

Scouts may work on approved merit badges at summer camp before earning First Class. We will award these merit badges when the scout completes the First Class requirements within an agreed upon time with the

Scoutmaster. We will not award the merit badge (and it must be earned again) should the scout earn First Class after this time.

A scout must be an active troop member in order to be considered for advancement.

## **Conduct**

A scout is expected to conduct himself according to the Scout Oath and Laws.

## **Patrol Leaders Council**

The Patrol Leaders Council consists of the Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leaders, and Troop Guides. The Scoutmaster, or in his absence an Assistant Scoutmaster, will sit as an advisor at a Patrol Leaders Council meeting. The Senior Patrol Leader will conduct the meeting. The Patrol Leaders Council will meet once a month.

The Patrol Leaders Council will consider and decide a course of action for infractions of the Bylaws or scout misconduct. The Scoutmaster will present these decisions to the Troop Committee for final approval.

## **Uniforms**

A FULL uniform must be worn at all troop meetings, Boards of Review, Courts of Honor, travel and special events. A written note from a scout's parent should be given to the Scoutmaster explaining why he is not wearing a uniform.

A FULL uniform ( also known as Class A uniform ) includes an official scout cap, neckerchief, neckerchief slide, shirt, pants, belt, socks, shoes or boots. All insignias, badges, and patches are worn properly on the shirt, pants, or jacket. No sneakers are allowed.

New scouts will be required to have a FULL uniform by their first Court of Honor. Any scout having difficulty obtaining a uniform should discuss this with the Scoutmaster or the Committee Chairperson. Many times arrangements can be made to obtain a uniform that an older scout has outgrown.

A scout must be in FULL uniform to advance in rank, to participate in a Board of Review, or to be recognized in a Court of Honor.

A WORK uniform must be worn at all outdoor activities (unless a FULL uniform is required). A FULL uniform must be available on these activities.

A WORK uniform ( also known as a Class B uniform ) includes an official scout cap, pants, belt, and boots. The shirt may be either the Troop T-shirt, official scout activity shirt, scout T-shirt, or a plain T-shirt.

## **Troop Neckerchief**

All scouts are presented a new member neckerchief at the troop meeting following receipt of all registration forms and fees. The new member neckerchief resembles the troop neckerchief without the embroidered troop design.

A scout will be presented with the fully embroidered troop neckerchief at the same time he receives his Tenderfoot badge.

Additional or replacement neckerchiefs can be purchased by speaking to the Scoutmaster.

Type of Neckerchief	Fee
New member plain neckerchief	\$ 3.00
Troop embroidered neckerchief	\$ 8.00

## **Parent Participation**

Parent participation is necessary and expected. A parent who wants to regularly participate in troop activities (troop meetings, outdoor activities, special events, etc.) will register as an Assistant Scoutmaster and obtain the Trained badge by attending Fast Start and Scoutmastership Fundamentals training and obtain Red Cross community First Aid and CPR certifications.

Parents who are not troop uniformed leaders are not to remain at the troop meeting when they drop off their scout. Parents should wait outside the troop meeting room when picking up their scout.



## Money Earning

Each family is expected to participate in troop money earning projects. The Troop Committee will establish a minimum amount of time and/or dollar amount each scout and his family are expected to achieve for each money earning project. The Troop Committee shall decide the appropriate course of action for any scout and/or family who do not participate in a money earning project.

## Registration

The annual troop registration fee is due during the month of December of each year. The registration fees are:

- Scouts: \$35.00
- Adults: \$8.00

	<b>January March</b>	<b>April June</b>	<b>July September</b>	<b>October December</b>
Scout	35.00	22.50	15.00	7.50
Boys Life	8.80	5.85	3.90	1.95
Adult	8.00	6.00	4.00	2.00

Scouts may subscribe to Boys Life Magazine. The annual subscription fee of \$8.80 is due with the troop registration fee.

## **New Members**

The troop registration fee is pro-rated based on the quarter the new member joins the troop. These fees are shown in the table below.

## **Transfer**

Scouts or adults who are registered with another scouting unit (troop or pack) when they join the troop owe a \$1.00 transfer processing fee. These new members are not charged the pro-rated fee previously described.

## **Troop Leadership**

The troop is organized as outlined in the Scoutmaster's Handbook, The Junior Leader Handbook, and other related material published and revised by the Boy Scouts of America. Each leader is expected to both perform their responsibilities to the best of their ability and to show growth and improvement throughout his tenure.

All adult leaders must present current Scout Physical form to the Troop Committee Chairperson.

## Adult Leader Job Descriptions

Scoutmaster	
Job Description	The Scoutmaster is elected by the Troop Committee. The Scoutmaster is responsible for all scout activities.
Reports to	The Committee Chairperson
Duties	<ul style="list-style-type: none"> <li>■ Attends all Patrol Leader Council meeting in an advisor capacity</li> <li>■ Assigns duties and responsibilities to Assistant Scoutmasters</li> <li>■ Performs Junior Leader Training within the Troop</li> </ul>
Budget	<ul style="list-style-type: none"> <li>■ Pre-approval by the Troop Committee or the Committee chairperson is required for reimbursement of all expenses, even discretionary, greater than \$50.</li> </ul>

Assistant Scoutmaster	
Job Description	The Assistant Scoutmaster is the second-highest-ranking adult leader in the troop. This position is appointed by the Scoutmaster and approved by the Committee Chairperson. The Assistant Scoutmaster acts as the Scoutmaster in the absence of the Scoutmaster.
Reports to	the Scoutmaster.
Duties	<ul style="list-style-type: none"> <li>■ Performs duties that were assigned by the Scoutmaster.</li> <li>■ Runs the troop in the absence of the Scoutmaster</li> <li>■ Helps supervise the Troop Scribe, Quartermaster, Instructors, Librarian, Historian, and Chaplain Aide</li> <li>■ Serves as a member of the parent committee</li> </ul>

Adult Quartermaster	
Job Description	The Adult Quartermaster is responsible for all troop equipment, including all Patrol Leader books.
Reports to	the Scoutmaster.
Duties	<ul style="list-style-type: none"> <li>■ Maintains the troop equipment inventory</li> <li>■ Along with the Troop Quartermaster, maintains the Troop's equipment.</li> <li>■ Repairs/Replaces equipment for the troop</li> </ul>

## **Junior Leader Job Description**

Each junior leader position has specific responsibilities which are described below. All junior leaders are expected to

- Set a good example
- Live by the Scout Oath and Law
- Show Scout spirit
- Enthusiastically wear the Scout uniform correctly

The Junior Leader positions are:

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Patrol Leader
- Assistant Patrol Leader
- Troop Guide
- Junior Assistant Scoutmaster
- Troop Scribe
- Troop Quartermaster
- Instructor
- Chaplain Aide
- Historian
- Librarian
- Den Chief
- Venture Crew Chief

Senior Patrol Leader	
Job Description	The SPL is elected by the Scouts to represent them as the highest ranking junior leader in the troop.
Reports to	The Scoutmaster
Duties	<ul style="list-style-type: none"> <li>■ Runs all troop meetings, events, activities, and the annual program planning conference</li> <li>■ Runs the monthly patrol leaders' council meeting</li> <li>■ Appoints other troop junior leaders with the advice and counsel of the Scoutmaster</li> <li>■ Assigns duties and responsibilities to junior leaders</li> <li>■ Assists the Scoutmaster with junior leader training</li> </ul>

Assistant Senior Patrol Leader	
Job Description	The ASPL is the second-highest-ranking junior leader in the troop. He is appointed by the senior patrol leader with the approval of the Scoutmaster. The ASPL acts as the SPL in the absence of the SPL or when called upon. He also provides leadership to other junior leaders in the troop.
Reports to	the Senior Patrol Leader.
Duties	<ul style="list-style-type: none"> <li>■ Helps the SPL lead meetings and activities</li> <li>■ Runs the troop in the absence of the SPL</li> <li>■ Helps train and supervise the Troop Scribe, Quartermaster, Instructors, Librarian, Historian, and Chaplain Aide</li> <li>■ Serves as a member of the patrol leaders' council</li> </ul>

Patrol Leader	
Job Description	The Patrol Leader is the elected leader of his patrol. He represents his patrol on the patrol leaders' council.
Reports to	the Senior Patrol Leader.
Duties	<ul style="list-style-type: none"> <li>■ Appoints the Assistant Patrol Leader</li> <li>■ Represents the patrol on the patrol leaders' council</li> <li>■ Plans and steers patrol meetings</li> <li>■ Helps scouts advance</li> <li>■ Keeps patrol members informed</li> <li>■ Acts as the chief recruiter of new Scouts</li> <li>■ Knows what his patrol members and other leaders can do.</li> </ul>

Assistant Patrol Leader	
Job Description	The Assistant Patrol Leader is appointed by the Patrol Leader and leads the patrol in his absence.
Reports to	the Patrol Leader.
Duties	<ul style="list-style-type: none"> <li>■ Helps the Patrol Leader plan and steer patrol meetings and activities</li> <li>■ Helps keep patrol members informed</li> <li>■ Helps the patrol get ready for all troop activities</li> <li>■ Represents his patrol at patrol leaders' council meetings when the Patrol Leader cannot attend</li> <li>■ Lends a hand controlling the patrol and building patrol spirit</li> </ul>



Troop Guide	
Job Description	The Troop Guide works with new scouts. He helps them feel comfortable and earn their First Class rank.
Reports to	the Assistant Scoutmaster responsible for the new scouts.
Duties	<ul style="list-style-type: none"> <li>■ Introduces new scouts to troop operations</li> <li>■ Guides new scouts through early scouting activities</li> <li>■ Shields new scouts from harassment by older scouts</li> <li>■ Helps new scouts earn First Class rank</li> <li>■ Teaches basic scout skills</li> <li>■ Attends the patrol leaders' council meetings</li> <li>■ Assists the Assistant Scoutmaster with training</li> <li>■ Counsels individual scouts on scouting challenges</li> </ul>

Junior Assistant Scoutmaster	
Job Description	The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. He must be at least sixteen years old and not yet eighteen. He's appointed by the Scoutmaster because of his leadership ability.
Reports to	the Scoutmaster.
Duties	<ul style="list-style-type: none"> <li>■ Functions as an Assistant Scoutmaster</li> <li>■ Performs duties as assigned by the Scoutmaster</li> </ul>

Troop Scribe	
Job Description	The Scribe keeps the troop records. He records the activities of the patrol leaders' council and keeps a record of dues, advancement, and scout attendance at troop meetings.
Reports to	the Assistant Senior Patrol Leader.
Duties	<ul style="list-style-type: none"> <li>■ Attends and keeps a log of patrol leaders' council meetings</li> <li>■ Records individual scout attendance and dues payments</li> <li>■ Records individual scout advancement progress</li> <li>■ Works with the troop committee member responsible for records and finance</li> </ul>

Troop Quartermaster	
Job Description	The Quartermaster keeps track of troop equipment and sees that it is in good working order.
Reports to	the Assistant Senior Patrol Leader.
Duties	<ul style="list-style-type: none"> <li>■ Keeps records on patrol and troop equipment</li> <li>■ Makes sure equipment is in good working condition</li> <li>■ Issues equipment and makes sure it's returned in good condition</li> <li>■ Makes suggestions for new or replacement items</li> <li>■ Works with the committee member responsible for equipment</li> </ul>

Instructor	
Job Description	The instructor teaches scouting skills
Report to	the Assistant Senior Patrol Leader.
Duties	<ul style="list-style-type: none"> <li>■ Teaches basic scouting skills in troop and patrols</li> </ul>

Chaplain Aide	
Job Description	The Chaplain Aide works with the Troop Chaplain to meet the religious needs of scouts in the troop. He also works to promote the religious emblems program.
Reports to	the Assistant Senior Patrol Leader.
Duties	<ul style="list-style-type: none"> <li>■ Assists the troop chaplain with religious services at troop activities</li> <li>■ Tells scouts about the religious emblem program for their faith</li> <li>■ Makes sure religious holidays are considered during troop program planing</li> <li>■ Helps plan for religious observance in troop activities</li> </ul>

Historian	
Job Description	The Historian takes care of troop literature and keeps a historical record or scrapbook of troop activities.
Report to	the Assistant Senior Patrol Leader.
Duties	<ul style="list-style-type: none"> <li>■ Gathers pictures and facts about troop activities and keeps them in a historical file or scrapbook</li> <li>■ Takes care of troop trophies, ribbons, and souvenirs of troop activities</li> <li>■ Keeps information about former members of the troop</li> </ul>

Librarian	
Job Description	The Librarian takes care of troop literature.
Reports to	the Assistant Senior Patrol Leader.
Duties	<ul style="list-style-type: none"> <li>■ Sets up and takes care of a troop library</li> <li>■ Keeps records of books and pamphlets owned by the troop</li> <li>■ Adds new or replacement items as needed</li> <li>■ Keeps books and pamphlets available for borrowing</li> <li>■ Keeps a system for checking books and pamphlets in and out</li> <li>■ Follows up on late returns</li> </ul>

Den Chief	
Job Description	The Den Chief works with the Cub Scouts, Webelos Scouts, and the Den Leaders in the Cub Scout pack.
Reports to	the Den Leader in the Pack and an Assistant Scoutmaster in the troop.
Duties	<ul style="list-style-type: none"> <li>■ Knows the purposes of Cub Scouting</li> <li>■ Helps Cub Scouts advance through Cub Scout ranks</li> <li>■ Encourages Cub Scouts to join a Boy Scout troop upon graduation</li> <li>■ Assists with activities in the den meetings</li> <li>■ Is a friend to the boys in the den</li> <li>■ Helps out at weekly den meetings and monthly pack meetings</li> <li>■ Meets with adult members of the den, pack, and troop as necessary</li> </ul>

Venture Crew Chief	
Job Description	The Crew Chief is the elected leader of his Venture crew. He represents his crew on the patrol leaders' council.
Reports to	the Assistant Scoutmaster responsible for the Venture program.
Duties	<ul style="list-style-type: none"> <li>■ Provides leadership for the selected high adventure activities</li> <li>■ Keeps crew members informed</li> <li>■ Represents the crew at patrol leaders' council meetings</li> <li>■ Encourages crew members to take part in all troop activities</li> <li>■ Locates and secures resources necessary for the crew activities</li> <li>■ Develops crew spirit and control</li> <li>■ Works with other troop leaders to make the troop run well</li> </ul>

## Election Eligibility

To ensure quality troop leadership, it is the policy of the troop that

- a scout have earned the rank of First Class to be eligible to serve as a Patrol Leader
- a scout have earned the Star rank and completed the Junior Leader Training Conference (or its equivalent) to serve as a Senior Patrol Leader
- a scout selected to serve as Assistant Senior Patrol leader have earned the rank of Star
- scouts selected to serve as Chaplain aide, Historian, Librarian, Quartermaster, or Scribe have

earned the rank of First Class

A scout not meeting these requirements may be deemed eligible for a leadership position, at the discretion of the Scoutmaster.

## **Training**

Each year the adult leadership selects promising leaders to attend the week-long Junior Leader Training Conference. It is the policy of the troop to pay 50% of the cost of the course. If attendance is not possible or the training is not offered, the adult leadership may provide equivalent substitute training. A scout who successfully completes Junior Leader Training is eligible to serve as a Senior Patrol Leader.

## **Physicals**

Each scout must have on file with the Troop committee Chairperson and Secretary a current physical. For the safety of all scouts, parents have a responsibility to inform the Scoutmaster of any medication that a scout is taking, severe allergies, or special medical considerations.



# **Advancement**

The requirements and procedures for all advancement are outlined in the current addition of “Boy Scout Requirements” and other related material published and revised by the Boy Scouts of America. The troop also follows all policies and procedures set forth by the Hudson Valley Council’s and the Rockland District’s Advancement Committee. The guidelines and procedures that follow are Troop 10’s interpretation of these published requirements.

## **Scout to First Class**

The requirement for each rank is discussed with a scout during the Scoutmaster’s Conference. The scout is presented with an Advancement Card that lists all of the requirements for the rank the scout is pursuing. It is the scout’s responsibility to present the card when being tested for a requirement, before a Scoutmaster’s Conference, and at the start of a Board of Review. The Advancement Card is the only record of a scout’s progress. Loss of the card will cause the scout to repeat the requirements for the rank.

It is the responsibility of a scout’s Patrol Leader or the Troop Guide to provide sufficient opportunity for him to complete the requirements for each rank. The Scoutmaster, or his designee, will test and sign the Advancement Card when a scout has mastered a skill.

He must earn each rank in order. A scout can be reviewed for only one rank at each Board of Review.

## Merit Badges

A scout may start working on merit badges after earning the rank of First Class. When a scout decides to work on a merit badge, he will discuss his selection with the Scoutmaster. The scout and the Scoutmaster will select an appropriate counselor. The Scoutmaster will give the scout a completed Blue Card. Under normal circumstances, a scout will be allowed to work on only one merit badge and one ninety-day merit badge (Family Life or Personal Management) at once.

Scouts work on the scoutcraft merit badges (camping, cooking, pioneering, hiking, and backpacking) during troop activities. Unless discussed with the Scoutmaster in advance, these badges are not counseled outside the troop.

All scouts may work on approved merit badges during summer camp. Each scout must discuss the merit badges he wishes to pursue with the Scoutmaster before the summer camp begins. Normally, the Scoutmaster will only approve three merit badges per summer camp session. Additionally, the Scoutmaster will only approve outdoor merit badges (i.e., aquatics, nature, scoutcraft or handicraft).

A scout who has not earned the rank of First Class will be permitted to work on merit badges during camp. The Scoutmaster will discuss how much time the scout has to earn First Class. We will award the completed merit badges when the Scout receives First Class. The merit badge will need to be earned again should the scout not earn First Class within the period of time. The usual amount of time will be one Court of Honor plus one additional Court of Honor for each rank the

scout needs to earn to become First Class. For example - Scout needs 4 Courts of Honor, Tenderfoot needs 3 Courts of Honor, and Second Class needs 2 Courts of Honor.)

## **Star to Eagle**

### **Requirement: Be Active in Your Troop.**

The requirements to earn Star, Life and Eagle state that:

- to earn Star: “Be active in your troop at least **four** months as a First Class Scout”
- to earn Life: “Be active in your troop at least **six** months as a Star Scout”
- to earn Eagle: “Be active in your troop at least **six** months as a Life Scout”

### **The Guideline**

A scout is an active participant in the troop by attending weekly troop meetings, outdoor activities, service projects, and fundraising events. An active scout will meet all of his troop responsibilities such as following the Scout Oath and Law, wearing the correct uniform, keeping dues current, being prepared for troop functions, keeping informed (calling his patrol leader when a meeting is missed), having a parent participate in the monthly Parent’s Group meeting, etc.

Attendance at all troop meetings and activities, and participation by all scouts at an equal level is desirable but unrealistic. As a scout becomes older, increased school work, employment, and other activities make

demands on his time. In recognition of this, the troop has established the following guidelines for active troop participation.

### *Weekly Troop Meetings*

A scout in sixth, seventh, or eighth grade must attend at least 80% of the weekly troop meetings.

A scout in ninth or tenth grade must attend at least 60% of the weekly troop meetings.

A scout in eleventh or twelfth grade must attend at least 50% of the weekly troop meetings.

### *Outdoor Activities*

Outdoor activities include camping trips, day hikes, ski trips, etc. Venture activities (whitewater rafting, survival camping, etc.) are only included when a scout is a member of the Venture Patrol. A scout who knows he cannot participate in an activity should notify the Scoutmaster, Senior Patrol Leader, or his Patrol Leader before the event. A scout who cannot attend due to illness or other significant reason will be considered to have participated at the discretion of the Scoutmaster or designated Assistant Scoutmaster.

A scout in sixth, seventh, or eighth grade must attend at least 80% of the monthly outdoor activities.

A scout in ninth or tenth grade must attend at least 60% of the monthly outdoor activities.

A scout in eleventh or twelfth grade must attend at least 50% of the monthly outdoor activities.

A scout should participate in at least a one-week resident summer scout camp program whatever his age.

Summer camp gives a scout a unique opportunity to work on his advancement, to grow as a Scout, to show his leadership, and to show his acceptance of the Scout Oath and Law.

### *Court of Honor*

A Court of Honor is a special ceremony where the troop recognizes the achievements of its members. In keeping with the Scout Oath and Law, a scout is expected to attend all troop and Eagle Courts of Honor. A scout is expected to be in complete uniform and behave according to the Scout Oath and Law. A scout who knows he cannot attend a Court of Honor should notify the Scoutmaster, Senior Patrol Leader, or his Patrol Leader before the Court of Honor. A scout who cannot attend due to illness or other significant reason will be considered to have participated at the discretion of the Scoutmaster or delegated Assistant Scoutmaster.

### *Service Projects*

A scout must have enough service hours for each rank. The troop provides many service-project opportunities. A scout is expected to participate to the extent possible on all service projects undertaken by the troop (including Eagle service projects). This participation should exceed the time needed for advancement.

### Fundraising Events

The Parent's Group plans fundraising events to support the needs of the troop. A scout directly benefits from

these efforts and is expected to participate in these events. There are two types of fundraising events: independent soliciting and group soliciting.

### Independent Soliciting

This type of fundraising event requires a scout to sell a product to family, friends, neighbors, etc. Past examples include the popcorn sale and hike-a-thon pledges.

A scout must participate in the fundraiser. Each fundraiser has a minimum target that a scout is expected to obtain. A scout who knows he cannot participate in a fundraising event should notify the Scoutmaster or Senior Patrol Leader before the completion of the fundraiser. A scout who cannot obtain the target due to illness or other significant reason will be considered to have participated at the discretion of the Parent's Group Chairperson.

### Group Soliciting

This type of fundraising event requires a scout to work with other members of the troop at a designated time and location. Past events include car wash, rummage sale, and Christmas tree sale.

A scout must sign-up and participate in these events. A scout is not considered participating when he is playing a game, excessively leaving for walks or food, or not behaving in a scout-like manner. While it is important that family members support these events, the scout must be present and be contributing to the event. A scout who knows he cannot participate in a fundraising

event should notify the Scoutmaster or Senior Patrol Leader before the event. A scout who cannot participate due to illness or other significant reason will be considered to have participated at the discretion of the Parent's Group Chairperson.

### **Requirement: Serve in Position of Responsibility**

The requirements to earn Star, Life and Eagle state:

“... serve actively in one or more of the following troop positions of responsibility (or carry out a Scoutmaster-assigned leadership project to help the troop): patrol leader, senior patrol leader, assistant senior patrol leader, den chief, scribe, librarian, historian, quartermaster, bugler, chaplain aide, instructor, junior assistant Scoutmaster, troop guide, Venture crew chief, or Varsity team captain.”

The requirements specifically state that:

- to earn Star: “While a First Class Scout, serve actively **four** months . . . .”
- to earn Life: “While a Star Scout, serve actively **six** months . . . .”
- to earn Eagle: “While a Life Scout serve actively **six** months . . . .”

## **The Guideline**

The troop's leadership attempts to place its First Class or higher-ranking scouts in a required leadership position. A scout is expected to do all duties associated with his position for his entire tenure.

The Scoutmaster will seek the opinion of the Senior Patrol Leader and the Assistant Senior Patrol Leader about whether a scout has met his leadership responsibilities.

A scout needs the recommendation of the Scoutmaster and a majority of the Assistant Scoutmasters (specified by the Advancement Chairperson) that he has met his leadership responsibilities.

## **Requirement: Demonstrate Scout Spirit**

The requirements state that a scout must, "Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life."

## **The Guideline**

A scout needs the recommendation of the Scoutmaster and a majority of the Assistant Scoutmasters (specified by the Advancement Chairperson) that he has shown Scout Spirit.



# Eagle Candidates

## Eagle Scout Service Project

A scout is required to plan and carry out a service project to earn the rank of Eagle. When a scout believes he is ready to start working on this service project he will speak with the Scoutmaster. Do not procrastinate too long and plan your project at the LAST minute. You will not gain any worthwhile experience, you will place undue strain on the Advancement Chairperson and committee members and your project will end up being sub-standard. This kind of project **WILL NOT BE SUPPORTED** by the troop as it will affect the reputation of Troop 10 within council.

To maximize a scout's opportunity for success, Troop 10 adheres to the following practices:

- The Scoutmaster **SHALL NOT** be an eagle advisor **NOR** shall he talk to a scout about his Eagle project without the approval of the scout's advisor.
- Last minute, poorly planned Eagle Proposals will not be submitted to or considered by the Troop Committee. The committee will not take extraordinary steps to advance a scout project before the scout's 18th birthday.
- The Scoutmaster **SHALL** keep the Advancement Chairperson advised of status and progress of all advancement-related timings and expectations.
- The Scoutmaster **will provide** the scout with a copy of the troop's "Eagle Scout Service Project Guideline" booklet. The following information is from this booklet.

## **The Requirement**

“While a Life Scout, plan, develop, and give leadership to others in a service project helpful to your religious institution, school, or community. This project idea must be approved by your Scoutmaster, unit Parent’s Group, and by the council advancement committee **before** you start.”

## **Originality**

Does the project for Eagle have to be original, perhaps something you dream up that has never been done before? The answer is, “No, but it certainly could be.” You may pick a project done before, but you must accept responsibility for planning, directing, and following it through to its successful completion.

## **Limitations**

Routine labor (a job or service normally rendered) should not be considered. Work involving council property or other BSA activities is not permitted. The project also may not be done for a business, be of a commercial nature, or be a fundraiser. (Fundraising is permitted only for securing materials or supplies needed to carry out your project.)

## **Size**

How big a project is required? There are no specific requirements, as long as the project is helpful to a religious institution, school, or community. The project must be a significant effort requiring others’ assistance

and be of lasting value. The time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as necessary for you to demonstrate your leadership to others.

Note: You must obtain pre-approval from the Committee Chairperson or Advancement Chairperson for all written communication (letters, posters, flyers, etc.) related to your project **before** you distribute it.

## **Project Development**

The steps listed below are to be followed in developing your project. During this entire process, keep a Project Log listing any work you do to develop the project.

Each entry in this log should include: date, time, people attending, purpose of the work, and how much time spent. You will continue this log throughout the work phase of your project.

- 1 Speak with your church, school principal, or community group president to find an idea for a project.
- 2 Discuss the idea with your Scoutmaster or Troop Advancement Chairperson. Together you will:
  - decide if the idea could be acceptable
  - discuss candidates who could serve as your Project Advisor
- 3 Contact the candidates. Discuss your idea, and gain the agreement of one of them to be your Project Advisor.
- 4 Notify your Scoutmaster or Advancement Chairperson when you have a project advisor (be sure he knows your advisor's phone number and address).

- 5 With your Advisor, gather all necessary project plan information and complete your written proposal.
- 6 By the 15<sup>th</sup> of the month, you must submit your written proposal to your Scoutmaster and Advancement Chairperson for review.
- 7 Once the Troop has accepted the written proposal, prepare two copies of the final proposal for your Scoutmaster and forward four copies to the council service center (due by the 15<sup>th</sup> of the month).
- 8 You will be notified when the council Board of Review is scheduled to review the written proposal. (It is usually on the last Saturday of the month). Notify your Scoutmaster and Project Advisor of this appointment.
- 9 Appear before the Board of Review with your Advisor to discuss the proposal. A Scoutmaster or Assistant Scoutmaster can also attend. You **must** be in full, complete uniform (merit badge sash, OA sash, correct badge of rank and troop position, etc.) and be prepared to discuss any aspect of your project. Remember to bring paper and pencil for notes. You (not the adult accompanying you) will be speaking to the members of the Board.
- 10 Once you have received the Board's approval, you may start doing the project according to your approved plan.

**REMEMBER:** This pre-approval of your project does not mean that the Board of Review will approve the way you carry out your project.

## Proposal Outline

The outline provided below describes the sections to be included in your written proposal. Each section describes what information it should contain. Depending on your project, this information may be different. Each section must be included in your written proposal.

### Cover Page

A sample cover page is provided. Your cover page does not have to be the same as the sample. It must contain the following information: your name, our troop number and town (Troop 10, Stony Point, New York), our sponsor (Atonement Lutheran Church), and the month and year the proposal is being submitted. You may optionally include a descriptive title of your service project.

### Acceptance Forms

Two forms are placed immediately after the cover page: The Proposed Eagle Service Project Check List and the Eagle Scout Service Project Approval List. You **must** include these forms and make sure that all required signatures are filled in **before** your written proposal is submitted to the Eagle Board of Review.

These forms need to be signed by a representative from the beneficiary organization, the Troop 10 Committee Chairperson, and your Scoutmaster. You need to contact each person and make an appointment at their convenience.

Remember to give yourself time, these people may be busy and not able to meet with you immediately! **DO NOT** wait until the night before you are filing your papers. You may miss your filing deadline, because you could not get a signature.

## **Introduction**

The introduction must include a discussion of

1. How you got the idea for the project
2. An overview of the project

The introduction must describe what organization is to benefit from the proposed project. Your description of this organization must include proof that it is an organization that is eligible to be a beneficiary of an Eagle Service Project.

At the end of the introduction there must be a letter from the beneficiary organization (on their letterhead) stating that they agree to the proposed project plan and that it will be a benefit to their organization. This letter should be signed by the head of the organization (if this person is a relative of yours, i.e., mother, father, an uncle or aunt, etc., it would be best to have a different person sign this letter).

## **Hazards and Safety**

This section **must** describe the hazards and safety problems that you anticipate. You **must** also describe what procedures and precautions you plan to use to avoid or lessen these problems. The section should

also provide sufficient evidence that the adult ‘expert’ who will be advising you is qualified. Should the identified hazards be significant, you should obtain a letter from the benefiting organization stating their understanding of the hazard and willingness to accept any liability that may result from the project.

## **Project Plan**

This section of your proposal describes the project in complete detail. The section should include:

- A. ***Current Condition:*** This information should be detailed enough so that the reader has a good understanding of **why** you are proposing the project. You should describe what the reader would find on a visit of the project location. Suggested items to include in this section would be pictures, a map of where the project is found, and a current site plan.
- B. ***Objectives:*** This information should be detailed enough so the reader has a good understanding of **what** your project will accomplish. It should include the long term benefit of the project. Suggested items to include in the section would be drawings, the new site plan, and a discussion of the intended use of your project.
- C. ***Specific Details:*** This information should be detailed enough so the reader has a good understanding of **how** you will do the project. This information will depend on your project. A few ideas follow:

- *Building a Table:* blueprints for the table, construction plans, types of hardware, type of wood, type of finish, etc.
- *Building a Sidewalk:* details showing the excavation, ground bed, footings, under bed, concrete, edging, type of sand, type of gravel, type of concrete, etc.
- *Research Project:* the research outline, the research sources, the completed report outline, an example of the binding, an example of the report cover, etc.

You must include a chart outlining the steps you intend to take to carry out the project. Each step of the chart details the work objective, the number of people you will need, any special skills required, the estimated length of work, supplies, and equipment

## **Supplies and Equipment**

In this section place a list of any materials that will be required for the project. Include a second list of any equipment that will be needed and the expected source for the equipment.

## **Project Cost**

This section contains a detailed listing of all materials and supplies that will be required and their estimated costs. The list must include a total project cost.

After the cost of the project has been listed, describe how you will fund your project. All fundraising plans must be pre-approved by the Committee Chairperson.



There are three possibilities:

- A. ***Material is to be donated.*** For this portion of your costs, describe whom you plan to contact and what materials or services you expect to have donated.
  
- B. ***Costs are to be paid by the benefiting organization.*** For this portion of your costs, make sure you have a written letter from the organization agreeing to pay the costs. The letter should specifically state the amount of money, materials, and/or equipment they expect to provide. A portion of the letter should explain how the organization will assist with unexpected project needs (i.e. cost overruns, additional materials, etc.). You should also prepare a plan in case there are expenses beyond your estimates.
  
- C. ***Costs are to be paid by the project.*** For this portion of your costs, describe in detail your money earning event or events. This description should include the estimated amount of money to be raised. You should also prepare a plan in case you either do not raise enough money or there are expenses beyond your estimates.  
Money for the project **cannot** be provided by your family or by the troop. Your family and the troop may donate material and provide equipment. Money raising projects must adhere to BSA policies. General solicitation of funds is not allowed.

## **Supporting Documentation**

This section should provide all necessary information that you have not covered in any other section of the proposal. The section might include copies of letters you have written seeking information, advice, etc. (a letter is preferable to speaking with someone as it documents your efforts for the Board of Review). Include responses you have received to your inquiries. This includes necessary permits from your town or other regulatory body. You also might have information proving your project is safe and meets the necessary codes and regulations.

## **Board of Review**

The troop conducts the Board of Review for Star, Life, and Eagle in a similar manner to the District Eagle Board of Review. It is the intent of the troop to prepare its scouts for their appearance before the Eagle Board of Review.

A scout must have completed all requirements for a rank at least two weeks before the scheduled Board of Review.

The Chairperson of the Board of Review will notify a scout of the time and location of his Board of Review.

A scout must be present at the designated time. A late scout will not be admitted to the Board of Review subject to the Board Chairperson's discretion.

A scout must be in full, complete uniform. The uniform must include the shirt, pants, belt, neckerchief, neckerchief slide, hat, council patch, troop number, current rank, current junior leader position, patrol medallion, merit

badge sash, correct shoes, correct socks, pocket knife, pen, and other badges or awards as appropriate. A scout who presents himself in an incomplete uniform will not be admitted to the Board of Review subject to the Board Chairperson's discretion.

The Board will invite the Scoutmaster or Assistant Scoutmaster into the Board for a brief review of the Scout's record and to report on the scout's fulfillment of the scout spirit and leadership requirements.

The adult leader will invite the scout into the Board of Review.

The scout will remain standing while the adult leader introduces him to the members of the Board.

The adult leader will remain to support the scout and observe the Board of Review.

At the conclusion of all questioning, the Chairperson will ask that the scout leave the Board of Review.

After the Board has decided whether or not to approve the rank advancement, the adult leader will ask the scout to come before the Board of Review.

The Chairperson of the Board of Review will tell the scout of the Board's decision.

The scout has the right to ask questions of the members of the Board of Review so that he clearly understands their decision.

# Eagle Court of Honor

It is the policy of the troop to celebrate a scout's achievement of Eagle at a special Court of Honor. To this end, the ceremony takes several months to plan and organize. The ceremony cannot be held before the Eagle Certificate is received from the National Office of the Boy Scouts of America (about six to eight weeks after the final Eagle Board of Review).

There are several elements of a successful Eagle Court of Honor. It is the purpose of these guidelines to list these elements and to specify whether the troop or the scout's family is responsible for them.

## Location of the Court of Honor

The scout and his family may select a location to hold the Court of Honor. The Scoutmaster must approve the location. The location should provide an appropriate area to hold the Eagle Court of Honor ceremony and an area for refreshments and fellowship after the ceremony.

It is the scout's family's responsibility to

- obtain permission to use the location
- confirm the date and time that the facility will be used
- arrange for a visit of the facility with the Scoutmaster
- pay any fees for the facility
- obtain permission to use equipment at the facility

- obtain instructions on how the facility is to be cleaned when the Court of Honor is concluded

## **Invitations**

Invitations should be mailed four to six weeks before the scheduled Court of Honor. It is the scout's family's responsibility to purchase the invitations and have them printed, addressed, and mailed. The Troop Committee Chairperson must review the planned text of the invitation before the printing is done. The troop will provide a list of scouting dignitaries and addresses to be invited. All invitations are to specify that the RSVP is to the family. The scout must provide an expected attendance count to the troop Hospitality Chairperson at least two weeks before the Court of Honor.

## **Certificates**

The Troop Advancement Chairperson, or other Troop Committee designee, will contact all appropriate dignitaries. He will ask local dignitaries for a congratulatory letter or certificate and to attend the Court of Honor. He will ask other dignitaries for an appropriate letter or certificate. The scout will be shown the list and asked to make additions and deletions. All responses will be directed to the Troop Advancement Chairperson who is responsible for bringing them to the ceremony.

## **Refreshments**

Refreshments and fellowship follow the ceremony.

This is planned and provided under the direction of the Troop Hospitality Chairperson. The refreshments include at least a cake, cookies, and drinks. The troop will provide the refreshments, paper goods, and decorations. The Hospitality Chairperson will review the plans with the scout and his family.

The troop understands that reaching the rank of Eagle Scout is a significant milestone in the life of a scout. It is the policy of the troop that any additional celebrating that the family may like to plan is to take place at a location separate from the Court of Honor. This separate celebration is the sole responsibility of the scout's family.

## **Court of Honor Program**

The program is prepared and printed by the troop. The scout is urged to write a message of thanks and appreciation to include in the program. The scout's parents are also encouraged to write a similar message for the program. The scout should discuss the contents of the program with the Troop Committee Chairperson to be certain that it contains any special information he may want.

## **Master of Ceremony**

It is the policy of the troop that its Senior Patrol Leader or other designated senior scout will be the Master of Ceremony. The Scoutmaster will discuss the candidates with the scout before a Master of Ceremony is designated.

## **Eagle Charge, Presentation of Eagle Award**

The scout will select the person who will read the Eagle Charge. The selected person must be either an Eagle Scout or a significant person in Scouting. The Scoutmaster must approve the selection. The scout may select others to present the Eagle awards (Eagle Badge, father's tie tack, mothers' pin, etc.).

### **Speakers**

The ceremony should reflect the work and scouting career of the scout. It is the scout's responsibility to discuss with the Scoutmaster any people he would like to have participate in his ceremony. The scout will contact and invite these presenters. The scout must notify the Scoutmaster whether these guests will participate at least two weeks before the ceremony.

People a scout might choose to speak include the head of the organization that received his Eagle Project, a significant adult such as a teacher or neighbor, an adult scouter, etc.

### **Ceremony Materials**

The troop will provide the following ceremonial materials (or other suitable items):

- Eagle Award kit
- Eagle Banner (for guests to sign-in)
- ceremonial Eagle Trail walking staff
- ceremonial Eagle feather and brass plate

# Summer Camp

Troop 10 plans two summer camp activities each year:

- one week resident scout camp
- high adventure camp

In addition to these troop-planned activities, eligible members of the troop can participate in Council-sponsored activities (Philmont, Florida Sea Base, National or World Jamboree, etc.)

All scouts and scout leaders must submit to the troop a current physical in order to attend a summer camping activity.

It is the hope that each member of the troop will be able to participate in these activities. The troop works to financially support its members so they may participate in the summer camping experiences. The troop expects each scout to earn/save as much money as possible to pay for these activities. The troop provides and/or solicits camperships for scouts requiring assistance. Camperships are handled on a confidential basis between the scout, his family, and the Troop Committee Chairperson.