

Troop 716 Handbook

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Troop 716 Handbook

1.0 Purpose of the Troop 716 Handbook

The purpose of this handbook is to provide general information about Troop 716 including objectives, organization, responsibilities and policies and procedures. This handbook can be an introduction to Troop 716 for prospective Boy Scouts and their families as well as a reference to the Boy Scouts and families that are already a part of Troop 716. Prospective Scouts should also read The Boy Scout Handbook as it provides a clear picture of the entire Scouting program.

Each Scout is required to read the entire Troop 716 Handbook, agree to abide by its policies and rules, and return the signed Affirmation and Agreement form within 30 days of being provided a copy. Also, each Scout must discuss with his parents “How To Protect Your Child From Drug Abuse: A Parent’s Guide”, located in the front section of the Boy Scout Handbook.

Our Troop 716 handbook is subject to modification. Therefore, any suggestions or recommendations as to the content and format are welcome. Please use the reader comments form found at the end of the handbook to make those suggestions and recommendations.

2.0 Objectives and Methods of Boy Scout Troop 716

The objectives and methods of Troop 716 parallel the objectives and methods of the Scouting program as set forth by the Boy Scouts of America. As with most organizations, the BSA has a mission statement that outlines who and what they are as an organization. The Boy Scouts mission Statement is as follows:

"The Boy Scouts of America was incorporated to provide a program for community organizations that offers effective character, citizenship, and personal fitness training for youth. Specifically, the BSA endeavors to develop American citizens who are physically, mentally, and emotionally fit; have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness; have personal values based on religious concepts; have the desire and skills to help others; understand the principles of the American social, economic, and governmental systems; are knowledgeable about and take pride in their American heritage and understand our nation's role in the world; have a keen respect for the basic rights of all people; and are prepared to participate in and give Leadership to the American society."

The objectives of the Scouting program are to build character, foster citizenship, and develop fitness. These objectives are achieved through a series of Scouting methods that consist of the Ideals of Scouting, the Patrol Method, the Outdoors Program, Rank Advancement, Personal Growth, Adult Association, Leadership Development, and the Uniform.

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2.1 Ideals of Scouting

The ideals of Scouting are found in the Scout Oath, Law, Motto, and Slogan. All Scouts are expected to live by these ideals.

Scout Oath or Promise

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

Scout Law

A Scout is Trustworthy, Loyal,
Helpful, Friendly, Courteous, Kind,
Obedient, Cheerful, Thrifty, Brave,
Clean, And Reverent.

Scout Motto

Be Prepared.

Scout Slogan

Do a Good Turn Daily.

2.2 The Patrol Method

The patrol method develops Leadership and teamwork skills in a small group setting before it is applied on a larger Troop setting. Patrols have their own meetings, elect their own officers, and plan and carry out their patrol activities.



The Patrol Method offers five major benefits for the Scout:

- Promotes friendship by grouping scouts together,
- The small size allows each Scout to get involved because he is needed in helping the patrol function,
- Develops responsibility as each member of the Patrol takes on a Leadership position within the patrol,
- Introduces a democratic process to decision making, and
- The Patrol Method is proven to work.

2.3 The Outdoors Program

The outdoors is the key setting where the Scouting objectives and methods are achieved. Weekend camping as well as the annual summer camp help the Scouts develop self-reliance as they learn to work together and survive on their own.

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2.4 Rank Advancement

Advancement creates a challenge to all Scouts by providing them with a series of goals to achieve and lessons to learn. Furthermore, rank advancement provides a rewarded sense of accomplishment for the Scout's hard work, determination, and skills improvement.

2.5 Personal Growth

A Scout's personal growth is developed through community service, rank advancement, and working as a team. All these activities provide an opportunity for the Scouts to grow as individuals and members of their community and religious organizations.

2.6 Adult Association

Adult association provides role models for the Scouts to observe and also creates a setting where adults and boys work together to achieve common goals while having fun.

2.7 Leadership Development

Leadership development takes place as each Scout assumes a Junior Leader position. Development starts with patrol positions, and fully develops as Scouts assume Troop Junior Leader positions that are essential to the operation of the entire Troop. Remember, your sons as Leaders, run the Troop.

2.8 Uniform

The uniform gives Scouts an identity with the Troop and with the larger Boy Scouts of America organization.

3.0 Sponsorship

St Paul's United Methodist Church, sponsors Troop 716. As the sponsoring organization, St Paul's helps the Troop by providing a meeting place for the Troop and its adult Leadership and by assisting with fund-raising.

4.0 Parental Responsibilities

As we work on providing a Scouting program for your son, there is a lot of hard work and time that goes into planning such a program.

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- Submit an Adult Application. At least one adult from each Troop family is encouraged to complete and submit an adult application so that they can participate in Troop committee duties, participate in the Board of Review process, and other Troop roles. If this is not possible, please see the Committee Chairperson or Scoutmaster to discuss alternate situations.
- Attend all Courts of Honor. The Court of Honor is a very important event in your son's Scouting career as he is awarded and given public recognition for his hard work and determination. In addition, important information about the Troop is relayed at these special ceremonies. Please make every effort to attend; your son needs your support.
- Participate in Troop fund-raisers. Every Scout and his family benefit directly from Troop fund-raisers and therefore every Scout and his family should participate in each fund-raising effort.
- Meet deadlines and scheduled times. When we set a deadline on permission slips, payments, or any other item it is done to allow sufficient time to plan logistics for the outing or activity. Failure to meet deadlines will therefore make the scout ineligible to participate in that outing or activity. If a financial reason arises, please see one of the adults and we can work something out within the Troop. Under no circumstances should a family be priced out of Scouting.
- Provide transportation to and from outings and activities. If for any reason you prefer not to drive, there will be an extra charge per activity or outing in order to reimburse those adult Leaders that do drive.
- Encourage and support your son as he advances in Scouting.

In addition to the above, we encourage all parents to get involved, even if you only have a limited amount time to volunteer. Parents can serve on the Troop committee, become a merit badge counselor, or serve the Troop in some other capacity. Periodically, we announce special needs at our Troop meetings or the Troop Committee meetings. Upon joining Troop 716, and on an annual basis around the time of the Troop Re-charter, parents are asked to complete a Troop Resources Survey so that the Troop's Adult Leadership can learn a little more about you and what resources you might be able to make available to the Troop. If you have any questions about serving the Troop in some capacity, please contact the Troop Committee Chairperson or the Scoutmaster.

5.0 Adult Leadership Responsibilities

Troop 716's adult Leaders are committed to providing a high-quality Scouting program to all members of the Troop in pursuit of two major goals:

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- Training and guidance of the Scouts consistent with the Objectives and Methods of the Boy Scouts of America;
- Providing a safe outdoor program to all Scouts.

By assuming these two key responsibilities, we provide the Scouts with the tools to actually deliver the Scouting program to themselves and their fellow Scouts.

6.0 Troop Organization

This section of the handbook outlines both the Youth and Adult organization associated with Troop 716.

6.1 Adult Organization

The adult organization of Troop 716 consists of two distinct components: the Troop Committee and the Scoutmaster. The Troop Committee supports the Scoutmaster in delivering the Troop Program. The Scoutmaster is responsible for direct oversight of the operations of the Troop and delivery of the Troop Program.

6.1.1 Troop Committee

Currently, the Troop Committee consists of a Committee Chairperson, Chartered Organization Representative, Secretary, Treasurer, Advancement Coordinator, Outdoors/Activities Coordinator, Fund-raising Coordinator, and an Equipment Coordinator. The responsibilities of each of these committee positions are outlined below.

Committee Chairperson: oversees the entire Troop committee. The Committee Chairperson has the following duties:

- Organizes the committee to see that all functions are delegated, coordinated, and completed.
- Prepare Troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly Troop committee meetings and any special meetings that may be called.
- Responsible for refreshments at all Courts of Honor and other recognition dinners.

Chartered Organization Representative: responsible for maintaining a close working relationship between Troop 716 and St. Paul's UMC.

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Secretary: responsible for assembling and distributing the minutes of every committee meeting and coordinating any Troop correspondence. The duties of the secretary include:

- Keep meeting minutes.
- Publish and distribute the Troop calendar of events.
- Conduct the Troop resource survey annually.
- Responsible for advertising Troop fundraisers and publicizing Troop activities.

Treasurer: responsible for maintaining and reporting on the financial resources of the Troop, while insuring that the Troop's financial resources are sufficient and available to meet planned Troop expenditures. Duties of the treasurer include:

- Handle all Troop funds. Pay bills with the authorization of the Troop committee.
- Maintain Troop checking account; reconciling balances with bank statements once a month.
- Maintain records of individual scout funds, earned through scout-incentive fund-raisers.
- Lead the preparation of the annual Troop budget.
- Lead the Friends of Scouting Campaign.
- Report to the Troop committee at each meeting.
- Train and supervise the Troop Scribe's record keeping.

Advancement Coordinator: responsible for coordinating all Boards of Review and maintaining advancement records for all Scouts. The Advancement Coordinator's duties include:

- Encourage scouts to advance in rank.
- Work with Troop scribe to maintain all scout advancement records.
- Maintain the merit badge counselor list.
- Make a prompt report to Baltimore Area Council at the completion of a Board of Review.
- Work with the Troop librarian to build and maintain a Troop library of merit badge pamphlets and other advancement literature.
- Report to the Troop committee at each meeting.
- Maintain the Troop roster.
- Arrange for charter review and recharter annually.

Outdoors/Activities Coordinator: promotes, oversees and coordinates the outdoors program. The duties of the Outdoors/Activities Coordinator are:

- Arrange and coordinate the use of campsites and other facilities by the Troop for each monthly outing/activity, including summer camp.
- Coordinates transportation for monthly outings/activities, including summer camp.

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- Files tour permits for each monthly outing/activity, including summer camp.
- Promote and support the Troop objective of one outing/activity per month.
- Generate the Information Sheet and Permission slip for each monthly outing/activity, including summer camp. See “9.1, Outing Sheet and Permission Slip” for more information.

Fund-raising Coordinator: responsible for the evaluation and oversight of all Troop fundraisers. The Fund-raising coordinator is not responsible for coordinating each individual fund-raiser, as each fund-raiser will have its own fundraising coordinator.

Equipment Coordinator: oversees the purchase, maintenance and storage of Troop equipment. The Equipment Coordinator’s duties include:

- Supervise and help the Troop procure equipment.
- Work with the Troop quartermaster on inventory and proper storage and maintenance of all Troop equipment.
- Make periodic safety checks on all Troop equipment and encourage Troops in the safe use of all equipment.
- Report to the Troop committee at each meeting.
- Maintains Troop inventory in coordination with the Troop Quartermaster.

6.1.2 Scoutmaster

The scoutmaster is responsible for overseeing the operations of the Troop. According to the Boy Scouts of America, the Scoutmaster is responsible for:

- Training and guiding Youth Leaders to run their Troop,
- Work with and through the assistant scoutmasters to bring the scouting program to the Troop,
- Help the scouts to develop by challenging them and encouraging them to learn new things,
- Guide the scouts in planning the Troop program,
- Help the Troop committee to recruit new assistant scoutmasters,
- And conduct scoutmaster conferences.

The Scoutmaster can have one or more assistants to help him develop the scouting program. One key job of an Assistant Scoutmaster is that of monitoring the progress of the new Scouts. The Assistant Scoutmasters in the Troop also alternate responsibilities on the planning activities and outings, which encompasses primarily food shopping for the Adult Leaders.

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6.2 Youth Organization

A Boy Scout Troop is organized into patrols consisting of up to 10 boys. As new scouts join, and leave, the Scoutmasters adjust the number of patrols, with the objective of maintaining the patrol size of up to 10 scouts. Each patrol elects a patrol Leader that acts as the head of the patrol. The Patrol Leader is responsible for appointing a Patrol Staff, consisting of an Assistant Patrol Leader, Patrol Scribe, and Quartermaster. A brief description of the recommended duties of the patrol Leader and patrol staff are outlined below. More detailed information as well as the qualifications for the Patrol Leader can be found in the Troop Position Handbook. There are copies available for loan from the Troop library or can be viewed on the Troop web page.

- **Patrol Leader:** guides and represents the patrol on the Patrol Leaders' Council and on all Patrol activities. Appoints an Assistant Patrol Leader and other Patrol positions. Knows the advancement needs and outing interests of all Scouts and works to satisfy those needs and interests. Also, coordinates Patrol activities, equipment, and camping arrangements at a Patrol level.
- **Assistant Patrol Leader:** trains the Patrol Staff and is responsible for filling the role of the Patrol Leader in the absence of the Patrol Leader.
- **Patrol Scribe:** keeps a patrol log and keeps patrol attendance records. The patrol log is a record of what goes on in each patrol meeting.
- **Patrol Quartermaster:** keeps track of the patrol's equipment and works with the Troop quartermaster to keep an inventory of the patrol's equipment. The patrol quartermaster also notifies the Troop quartermaster if the patrol's equipment is misplaced or damaged.

Every September, the Troop elects new patrol Leaders and a senior patrol Leader. The SPL is responsible for the overall success of the Troop and appoints the Troop staff. The staff consists of youth members, while maintaining an active part in their respective patrol also assumes a Troop Junior Leader position. The Troop staff consists of as a minimum an assistant senior patrol Leader, a Troop scribe, Troop quartermaster, Troop historian, and Troop librarian. The following is a list of Troop Junior Leader positions and brief job descriptions. Positions denoted with an asterisk (*) are appointed by the Scoutmaster based on their Leadership abilities. More detailed information as well as the qualifications for the Junior Leadership Positions can be found in the Troop 716 Position Handbook. There are copies available for loan from the Troop library or can be viewed on the Troop web page.

- **Senior Patrol Leader:** runs all Troop meetings, events, activities, annual program planning conference, and Patrol Leaders' Council meetings. He also appoints Troop

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Junior Leaders and assists in their training and assignment of duties. Finally, he helps train and supervises the Troop Scribe, Troop Quartermaster, Troop Historian, Troop Librarian and Chaplains Aide.

- **Assistant Senior Patrol Leader:** trains the Troop Staff and is responsible for taking over in the Senior Patrol Leaders absence.
- **Troop Scribe:** attends and keeps logs on the Patrol Leader's Council meetings, records attendance and advancement records, collects permission slips and payments, and interfaces with the Troop Treasurer
- **Troop Quartermaster:** works with the Adult Quartermaster in the maintenance and inventory of Troop and patrol equipment. Issues all equipment needed for weekend outings.
- **Troop Historian:** gathers pictures and facts about past Troop activities and keeps them in a historical scrapbook.
- **Troop Librarian:** sets up and maintains the Troop library. Oversees the loan out process of Troop literature and makes suggestions on material to be purchased.
- **Troop Chaplain Aide:** works to meet the religious needs of Scouts in the Troop. He also works to promote the religious awards program.
- ***Troop Instructor:** work closely with both the Troop Guide and with the Assistant Scoutmaster for new Scouts. The Instructor does not have to be an expert but should be able to teach the Scoutcraft skills needed for Tenderfoot, Second Class, and First Class ranks. The Troop can have more than one instructor.
- ***Troop Junior Assistant Scoutmaster:** The Junior Assistant Scoutmaster serves in the capacity of an Assistant Scoutmaster except where legal age and maturity are required. The Troop can have more than one Junior Assistant Scoutmaster
- ***Troop Guide:** works with new Scouts. He helps them feel comfortable with the goal to earn their First Class rank in their first year.

6.3 Patrol Leader's Council

The Patrol Leaders' Council (PLC) is the executive board of the Troop, making the decisions concerning the direction and agenda of the Troop. At a minimum the PLC consists of the Senior Patrol Leader and the Patrol Leaders. The PLC meets monthly, as announced, during a regularly

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scheduled Troop meeting. At these meetings, the PLC plans the monthly meetings and the weekend outings and activities. Planning the monthly meetings entails coming up with a pre-opening, opening ceremony, skill session, game, patrol meeting topic, inter-patrol activity, and closing session. The outing provides the Scouts with an outdoor experience in which they can have hands on practice with the skills they learned during the month. The Patrol Leaders' Council is ultimately responsible for the functioning of the entire Troop and without their hard work; there would be no meetings or outings.

7.0 Rules and Policies

7.1 Rules of Conduct

All Scouts are expected to live by the Scout Oath and Law. Those ideals should dictate all Scouts behavior. Any behavior that goes against the Scout Oath and Law disgraces the Scout, his parents, the adult Leaders, and the Troop. Please, have fun, but behave appropriately.

7.2 Discipline Policy

- While we anticipate no problems with inappropriate behavior, it is important for all Scouts and their parents to understand the Troops bylaws and discipline policy. Please refer to your copy of Boy Scout Troop 716 Bylaws. For your convenience a copy has been placed at the end of this handbook.

We hope that we will never have to use such discipline actions, however, it is important for all Scouts and parents to know what courses of action will be taken.

7.3 Meeting, Weekend Outing, and Summer Camp Attendance and Participation

All Scouts in Troop 716 are involved in other activities or have family activities that conflict with Troop meetings, as well as weekend outings and summer camp. Attendance at all meetings, outings, and summer camp is NOT mandatory. However, infrequent attendance and participation in these events, WILL affect the rate of the Scout's advancement.

Scouts participating in a Troop outing may not leave to attend a sports or extra curricular activity. Once a Scout is committed to a Troop activity, he must remain with the Troop and scoutmasters for the outing duration, unless he is unable due to illness, emergency, or behavioral problems.

7.3.1 Weekend Outing Participation Requirement

Each Scout is required to attend at least half of the weekly Troop meetings for the month prior to the monthly weekend outing in order to participate in that monthly weekend outing. The purpose of this

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policy is to insure that each Scout is fully involved in the planning, preparation, and skills training for every weekend outing that they attend.

7.3.2 Summer Camp Participation Requirement

Each Scout is required to meet the Weekend Outing Participation Requirement for at least 50% of the months leading up to Summer Camp (not more than 12 months). As with the Weekend Outing Participation Requirement, the purpose of this policy is to ensure that each Scout is fully involved in the planning, preparation, and skills training for summer camp.

7.3.3 Exceptions to the Weekend Outing and Summer Camp Participation Requirement

Exceptions may be granted to the Weekend Outing and Summer Camp Participation Requirements by the Scoutmaster and are dependent upon the individual Scout's overall knowledge, the type of weekend outing, and the circumstances of that Scout's absence from the weekly meetings. Scouts requesting an exception to this policy must do so prior to the deadline for the completion of the Summer Camp or Weekend Outing Information and Permission Slip.

7.4 Rank Advancement Policy

Rank advancement is an important part of every boy's Scouting career. Unlike the Cub Scout program in which the den advances together based on age, Boy Scout advancement relies on personal self-motivation. The requirements for each rank; Tenderfoot, Second Class, First Class, Star, Life, and Eagle; are listed in The Boy Scout Handbook. Note, the Boy Scout Handbook contains the Advancement Record for each rank. The Scout is responsible for bringing his handbook to all Troop meetings and outings. If a Scout loses his Boy Scout Handbook, the Troop Advancement Database will be used to determine his advancement status. **This may mean that some requirements, not yet recorded in the Advancement Database, will have to be redone.** The Troop has adopted an advancement policy that will insure that all Scouts are knowledgeable in the given requirements needed for advancement. The policy consists of skill instruction, demonstration and practice, and a testing period. **The Scout should practice all skills taught to the Scout immediately; however, requirements are not to be signed off immediately. At least one day must elapse between when a Scout is taught a skill and when they are tested and signed off for knowledge of that skill.** In Troop 716, any Patrol Leader First Class or above, Troop Instructor, Junior Assistant Scoutmaster, Scoutmaster or Designated Adults can sign off the Scouts handbook. If any questions arise regarding certain requirements, the Scoutmaster should be seen before the requirement is signed-off (**parents do not sign off requirements**). The purpose of advancement is knowledge. Signing off requirements that are not completed not only cheats the Scout who is getting the requirement signed off but also undermines the ideals of Scouting. Any Scout or adult signing off a requirement that a Scout has not mastered, or completed, will have

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their signing privileges revoked. More detailed information on Troop 716's advancement procedures can be found in the Troop 716 Advancement Policy and Procedures.

7.4.1 Board of Review

The final requirement for each rank is a Board of Review (BoR). A Troop 716 Board of Review consists of three Adult Leaders, not including the Scoutmaster, Assistant Scoutmaster or a parent of the Scout, that convene to interview the Scout. An Eagle Scout Board of Review will also include at least one representative from the Carroll District or Baltimore Area Council. The purpose of the Board of Review is **not** to retest the Scout, but to insure that all other rank requirements have been met and to evaluate Troop 716's Scouting methods.

A Board of Review can be requested and scheduled at any time during the year. However, in order for a Scout to be recognized for rank advancement at a Court of Honor, that Scout must request the Board of Review at least two weeks prior to that Court of Honor. The two-week lead-time is required to provide sufficient time to coordinate the Board of Review and to insure that awards are available for the Court of Honor. The process to request a Board of Review can be found in the Troop 716 Advancement Policy and Procedures.

7.4.2 Court of Honor

A Court of Honor is a formal ceremony to recognize the achievements of the Scouts, including rank advancement. All Scouts, their families, and Troop Committee members are invited to attend. There are several Courts of Honor per year. Consult the Troop Calendar or look for notices on the Troop web site for the actual dates for the Courts of Honor.

7.5 Troop Elections

The only two positions within the Troop that require an election process are the Senior Patrol Leader and Patrol Leader. All votes in Troop elections are cast by silent ballot with the winner being that individual with the majority of votes. In the event of a tie, a run-off will be held that same evening to determine the winner.

The entire Troop votes in this election of the Senior Patrol Leader. The Senior Patrol Leader then appoints his Staff, with the approval of the Scoutmaster, consisting of an Assistant Senior Patrol Leader, Troop Guide, Scribe, Quartermaster, Historian, and Librarian.

Only those members within a particular Patrol will vote for their Patrol Leader. The Patrol Leader then appoints his Staff, with Scoutmaster approval, consisting of Assistant Patrol Leader, Scribe, and Quartermaster.

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All Troop Junior Leader positions, both those that are elected and those that are appointed, run for a one-year term.

7.6 Travel Policy

When traveling to and from campsites, all Scouts are to be in seat belts at all times. Not only is it a good idea, it is the law. All vehicles are always to be left cleaner than you found it. No disruptive behavior will be tolerated. If a Scout behaves in such a way that it is disruptive to the driver, we will call the parents and have them come and pick up the Scout, when we arrive at the campsite.

7.7 Uniforms

The Scout uniform is important because it identifies the scout as a member of Troop 716 and should be worn with pride by all Scouts at all Scouting functions. In Boy Scouts Troop 716 there are two different uniforms, a Class A uniform and a Class B uniform.

The Troop 716 Class A Uniform consist of a Scout shirt with proper insignia, a Troop 716 neckerchief, Scout pants or shorts, a Troop 716 cap, a scout belt, scout socks, hiking boots or casual shoes (not tennis shoes) and the Scouts Handbook.

The Troop 716 Class B Uniform is considered more of an activity uniform and consists of a Troop 716 t-shirt, a Troop 716 cap, Scout pants or shorts, Scout Belt, tennis shoes and the Scouts Handbook.

Most of the Scout uniform items can be purchased from a retailer like Sunnys or the Council Scout Store. However, three of the uniform items, specifically the neckerchief, the cap, and the t-shirt can only be purchased through the Troop. All three have the Troop logo: the neckerchief and cap have an embroidered logo and the t-shirt has a silk-screened logo. Optionally, there is a scout sweatshirt and knit cap, which include an embroidered Troop logo.

Uniform inspections will be held periodically and will reflect the standing of the entire Patrol.

For more detailed information about the Troop uniform policy see the form titled Uniform Policy.

Scouts are asked to be in full uniform at all scouting functions, unless otherwise indicated.

7.8 Equipment Replacement Policy

Troop 716 owns a substantial amount of camping equipment that was purchased with Troop funds. As a result, we have a strict policy regarding the use and care of all camping equipment. Any equipment in a Patrol Box is the responsibility of the Patrol. Periodically, throughout the year, an

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inspection and inventory of the Patrol Box will be taken. Any equipment that is lost on weekend outings becomes the responsibility of the entire Patrol to replace. If equipment is damaged, through no fault of any Patrol member, the Troop will replace the equipment. However, if any equipment is damaged through fooling around or direct abuse, it becomes the Patrol's responsibility to replace. Periodically, Patrol members will take equipment home after weekend outings in order to clean the equipment. All Patrol equipment taken home must be returned at the 2nd scheduled Troop meeting after the event regardless of whether the Scout taking home the equipment is present at the meeting. If the equipment is not returned on the 2nd meeting other arrangements must be made with the Quartermaster.

8.0 Meetings

Our Troop meets the 1st, 3rd, 4th and sometimes 5th Tuesday of the month from, 7:00 - 8:30PM. We do not have a regular Troop meeting on the 2nd Tuesday of the month. The second Tuesday of the month is District Roundtable. Roundtable is a meeting where information about district and council activities are announced. There is also a meeting for Carroll Chapter Order of the Arrow. The Patrol Leaders Council meets on Thursday of the week of roundtable.

9.0 Outings and Activities



Troop 716 is active in the outdoors. The Troop plans about 10-12 weekend outings or activities per year as well as one weeklong summer camp. In addition, we have Troop day hikes or other activities throughout the year. Occasionally, the Troop participates in competition Camporees throughout the year. Camporees provide the opportunity for Troops from around the District and Council to get together and demonstrate

their proficiency in learned Scouting skills. Troop 716's weekend camping trips normally run from Friday to Sunday. Departure and pickup times and locations will be noted on the Weekend Outing Information Sheet and Permission Slip.

9.1 Information Sheet and Permission Slip

The Troop will provide a "Weekend Outing Information Sheet and a Permission Slip" to each scout about one month before the scheduled outing or activity, and available on the troop web site after that. The scout is responsible for providing this to his parents and meeting any due dates associated with that weekend outing. The Weekend Outing Information Sheet, will provide essential facts about

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the outing/activity, such as, drop off and pickup times and locations, location of the outing/activity, costs, contact information, the due date for the permission slip, uniform requirements, whether a bagged dinner is needed for Friday evening and objectives of the outing/activity. The Permission Slip will request: permission for the scout to attend requiring a signature of a parent or legal guardian, insurance information, parental contact information, and emergency contact information.

The signed and completed Permission Slip part will be due to the Activities Coordinator at the Troop meeting as specified by the due date on the permission slip. If for any reason you are unable to attend a camping trip after payment is made, the Troop will refund whatever portion of the cost has not been committed to site fees, food, or registration fees. Permission Slips and payments that are turned in after the deadline will be subject to the Scoutmaster's discretion.

A Medical Information Form that provides personal medical history information (i.e. allergies, health issues, family doctor information, and other pertinent medical information) is required to be on file with the Troop before any Scout can attend outings. In accordance with the BSA guidelines, all scouts should have a complete medical examination every three (3) years.

No Scout is permitted to carry medication during Troop outings. Medical Authorization Forms and dosage schedules must be turned in to the Scoutmasters prior to the outing. ALL medications and any changes or additions to the medical information must be turned in to the Scoutmasters on the day of departure. The Troop stocks Advil, Tylenol, and Pepto Bismol in the first aid kit. If you would like to your child to have access to these medications on an as-needed basis, please include this information on your Medical Authorization Form. Note: If there are medications that a Scout must carry (i.e. inhalers, allergy medications, etc) please indicate this on the Medical Authorization Form. The Medical Authorization Forms are available from the Scoutmasters and on the Troop web site.

9.2 Weekend Outing Routine

Preparations for all campouts begin two weeks in advance when permission slips and payments are due. Around the same time, Patrols will plan their Patrol Menu and Grocery List during a Troop or Patrol meeting. After the menu is planned and approved, the Patrol may go shopping. The patrol may go shopping the week before the camping trip; however, all shopping must be done by the Thursday before the camping trip. The Patrol should also work on completing the Patrol Duty Roster, which outlines each Patrol member's responsibilities on the weekend, including site setup. Site set-up includes pitching all tents, and setting up the Patrol cooking and eating area.

On Friday, before departure for the weekend outing the Troop should assemble at the specified departure location at the specified time. The Quartermaster will take over and insure that all equipment is properly loaded into the Troop trailer or personnel vehicles. The Patrol should pack the Patrol coolers with their Patrol's food. Any meat or other items that could bleed or get water logged should be packed in zip-lock storage bags. Each Scout should bring a bag meal to eat as dinner

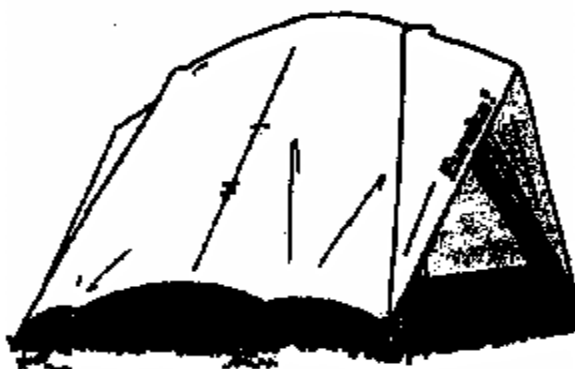
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Friday night. Ice in coolers should be kept as clean as possible so that it can be used for drinks also. Upon arrival at the campsite, the Senior Patrol Leader and an adult will check into the site. At this time, all Patrol and Troop equipment gets moved into the site before personal gear. Patrol Leaders are then responsible for picking out a patrol site and setting up camp for the weekend.

On Sunday morning, all personal gear should be packed before the Patrol eats breakfast. To reduce the risk of forest fires, no wood campfires should be started. Tents should be aired out, cleaned, and dried before being packed away. The Troop Quartermaster must inspect all tents before they get packed. All Patrol equipment should be properly packed and loaded onto the Troop trailer under the Quartermaster's direction. Again, the Quartermaster is in charge of seeing that all Patrol and Troop equipment is signed back in and properly stored. A patrol member may take any equipment that is dirty home provided that it is marked down on the Equipment Checkout sheet. All Patrol equipment taken home must be returned at the 2nd scheduled Troop meeting after the event regardless of whether the Scout taking home the equipment is present at the meeting. If the equipment is not returned on the 2nd meeting other arrangements must be made with the Quartermaster. No exceptions!

10.0 Equipment and Resources

10.1 Patrol Equipment Box



Each patrol in Troop 716 will be responsible for the maintenance and care of the equipment needed for weekend camping trips and summer camp. All Troop equipment is purchased with funds generated during fund-raisers. Each patrol's equipment costs in excess of \$1,000, which is one reason why the Troop is extremely strict with their equipment use and abuse policy. All Scouts are expected to treat Troop equipment as if it were their own personal equipment.

Each Patrol will be equipped with the following equipment:

- tents
- dining fly
- patrol box
- double burner propane stoves
- propane tanks
- propane rod/post
- propane distribution T
- propane hose
- propane tank wrench
- cook kits and utensils
- plastic table cloths
- 5-gallon spigot coolers
- Dutch oven
- dishwashing supplies

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10.2 Personal Equipment

Scouts are responsible for purchasing and maintaining some personal equipment. In order to help those that are just purchasing equipment, the Troop can make recommendations on specific equipment.

10.3 Troop Library and Resources

The Troop maintains a library that consists of Merit Badge books and other important Scouting resources. Scouts, through the Troop Librarian, sign out, all books. Fees will be issued on books that are lost or damaged.

11.0 Finance and Fund-raisers

Troop 716 is a completely self-sufficient Troop that supports itself through fund-raisers and dues. The Troop uses the yearly dues to pay for insurance, and all awards and advancements earned by the Scouts. The budget sets provisions for Junior Leader Training Awards and Advancement, equipment purchases, awards and recognition dinners, adult training, etc. The Troops Budget is set-up in such a way that any excess funds can be used for trip subsidization. On more expensive trips the Troop tries to subsidize the cost of such trips in order to lessen the impact on the parent's budgets. The Troop Budget is based upon expected dues for the following year and expected income from the Troop's main fund-raisers.

Some fund-raisers allow individual Scouts to earn money that is then deposited in the Troop account under their name. That money could be used by the Scout to pay for summer camp, weekend outing and activity fees. These fund-raisers are referred to as "Scout-incentive fund-raisers." Our Treasurer will track and report the funds that each individual Scout accrues. In the event that a Scout leaves Troop 716 those funds are forfeited and remain in the Troop account as a part of the general fund.

In order for the Troop to be self-sufficient, we hold several important fund-raisers throughout the year. The Troop's fund-raisers will not work without your help and support. Mandatory participation in Troop fund-raisers is expected from each Scout. We also ask that in addition to working the fund-raisers please promote them among your family, neighbors, and co-workers. Remember, the more successful the fund-raisers are, the easier it becomes for the Troop to subsidize trips. We thank you in advance for all your help and support.

Below is a breakdown of the approximate fees associated with the troop.

Activity Fee (\$25.00 per year, subject to change)

Troop Dues (\$40.00 one dollar per meeting 40 meetings a year)

Weekend Event's (event dependent, includes food costs and admission costs, generally about \$7.00 - \$10.00 dollars for a weekend trip.)

Summer Camp Fee (camp dependent, generally runs about \$200 for a week)



Boy Scout Troop 716 Bylaws

Leaders, Scouts, and Parents must conduct themselves as set forth by the rules of Scouting during any Scouting function. Remember our Troop is only as good as its reputation!

- 1) Scouts must obey the scout oath and law at all times while attending Troop activities.
- 2) Scouts must listen to the assigned Leaders¹.
- 3) No abusive, threatening, or harassing language or actions toward Leaders, or other scouts will be tolerated under any circumstance.
- 4) No profanity will be tolerated under any circumstance.
- 5) Intentional damage to Troop 716's property or others' property is considered unacceptable behavior.
- 6) An annual activity fee will be collected from each scout at the time of registration, and/or rechartering to help offset operating costs and eliminates one fund-raiser per year.
- 7) A nominal charge for dues will be collected at each meeting to help offset operating costs.
- 8) No Trading / Collectable cards or associated games are allowed at any Troop Function.
- 9) Numbers 1, 2, 3, 4, and 5 above will be handled as follows:

1st Offense: The scout will receive a warning from the Senior Patrol Leader (SPL). An adult Leader will be notified.

2nd Offense: The scout will have a talk with an adult Leader in the Troop. The parents of the scout will be contacted.

¹An assigned Leader is anyone, whether it is an adult Leader or other scout appointed by a senior Leader.

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3rd Offense: The scout must be accompanied by a parent to all Troop activities. This means the scout cannot go to a meeting, go camping, or do anything else with the Troop unless he is accompanied by a parent for a period of time not to exceed 60 days.

4th Offense: Parents will be contacted and a meeting will be scheduled with the scout, his parents, the Scoutmaster and the Committee Chairman. At this meeting the scout and his parents will be informed that he will be put on probation for a period not to exceed 90 days.

Probation means the scout can attend regular Troop meetings with a parent but cannot attend any other Troop activities.

5th Offense: Parents will again be contacted and a meeting will be scheduled with the scout, his parents, the Scoutmaster and the Committee Chairman. At this meeting the scout and his parents will be informed that he will be put on suspension for a period not to exceed 180 days.

Suspension does not allow the scout to attend any Troop activities!

After the end of the suspension period the scout will need to contact the Scoutmaster to set up a meeting. This meeting will involve the scout, his parents, the Scoutmaster and the Committee Chairman. At this meeting the scout's interest in fully participating in the Troop's activities will be discussed. In order for the scout to be able to participate in the Troop's activities and or events, the scout will need to agree to abide by Troop 716's bylaws.

By signing below, we have discussed and understand Troop 716's bylaws² and am willing to accept and abide by them.

Scout's Signature

Date

Parents Signature

Date

²The Leadership and committee of Troop 716 reserves the right to add to and or delete bylaws as necessary

13.0 Readers Comments

READER COMMENTS

Please use the space below to provide any recommendations or suggestions on how we might improve the Troop Handbook. Detach and send to the Troop Committee Chairman.

NAME: _____