

The background features a large, semi-transparent watermark of the Boy Scouts of America logo. The logo is circular and contains the text "ON MY HONOR" at the top and "THEir UNWEIGHABLE VALUES" at the bottom. In the center is a fleur-de-lis with a shield on its base, surrounded by stars.

**Troop 514
Parent
Handbook**

WELCOME to Boy Scout Troop 514. We are glad that you are here. We hope the following information will answer some of your questions about our troop. (Information is also available on our website: <http://www.troop514.net>)

Scouting differs from other programs in that this program is for boys, planned by boys, and run by boys. Scouting accomplishes its “aims” through a series of tried and tested “methods”. These include:

- ✿ **IDEALS** – the Scout Oath, Scout Law, the motto and Scout sign. A boy learns these ideals and continually tests himself against them.
- ✿ **PATROL METHOD** – small, manageable groups to which each Scout belongs. These units provide the vehicle which helps teach group living, responsibility, and citizenship and provides opportunities for each boy to experience leadership.
- ✿ **OUTDOOR PROGRAM** – experiencing the out-of-doors is at the heart of the Scouting program. It provides the laboratory for Scouts to practice what they learn including leadership, conservation, and ecology. They also apply the more traditional skills of cooking, camping, and hiking. Self-sufficiency is also learned here.
- ✿ **LEADERSHIP** – every scout troop should be run by the boys themselves. Scouting is the best program available for a boy to learn, develop and practice leadership skills.
- ✿ **PERSONAL GROWTH** – most of the key elements of the program are designed to allow a young man to experience personal growth by providing numerous opportunities for a young man to develop a sense of accomplishment, self worth, independence, and self reliance.
- ✿ **UNIFORM** – among other things, the uniform is a symbol of belonging, practical for wearing to scouting activities, and is a convenient way to display badges of rank and leadership.
- ✿ **ADULT ROLE MODELS** – in addition to overseeing the program, the Scoutmaster and assistants are expected to be positive examples.
- ✿ **FUN** – Scouting is an education program with unique aims and methods that provides plenty of opportunities to have fun!

Please read on for a better understanding of Troop 514.

TROOP COMMITTEE

The Troop Committee is a group of Scout parents and other interested adults who represent the Charter Organization (Fairview Presbyterian Church) for the purpose of managing the Troop. They function much like the board of directors for a business. It is not necessary for them to be members of the chartered organization.

Meetings are held on a monthly basis, generally the first Monday of the month at 7:00 PM. All parents are invited to attend any meeting. If you have a problem or an idea concerning the Troop or your son, the committee meeting is the proper place to have action taken. Parents are encouraged to become registered and participating Committee members. The opportunities are as varied as the skills and talents of the parents.

The Committee decides the Troop policy and future by carrying out its three main responsibilities: 1) Recruit a Scoutmaster, 2) provide whatever assistance the Scoutmaster requires to carry out the Troop's program, and 3) provide Troop administration. Contact the Troop Committee Chair for more information regarding the Troop Committee and what you can do to help.

TROOP MEETINGS

Troop meetings are held every Monday that school is in session from 7:00 to 8:15 PM. There may be exceptions to this; i.e., we may have a meeting on a Teacher Workday even though there was no school that day. It is the parent's responsibility to transport the scout to and from meetings, dropping them off and picking them up in a timely manner. Parents are also needed to help with transportation to and from activities.

CODE OF CONDUCT

Each boy and his parent or guardian is expected to complete Troop 514's Code of Conduct. A copy is attached to this handbook. Please see the Troop Committee Chair or the Scoutmaster should you have any questions regarding our Code of Conduct.

ATTENDANCE

Scouts are encouraged to attend all functions. The Troop and patrols cannot operate efficiently with part-time scouts. Any scout not attending 60% of the Troop meetings, patrol meetings, or scout outings during 3 consecutive months will normally be removed from leadership duties. Scouts not attending 3 consecutive Troop meetings prior to a scout outing will not normally be allowed to attend that outing. The Scoutmaster makes the final decision in these cases and can make exceptions where the situation merits an exception. It is important to remember that the leaders who are not present cannot lead and that much of the hard work in planning and preparing for an outing is accomplished during the three meetings immediately preceding the outing. Scouts, who cannot attend a scheduled Troop meeting, or other outing, should call their Patrol Leader or the Senior Patrol Leader. The scout should also call after the meeting to find out what announcements were missed.

UNIFORMS

We encourage all scouts to have a uniform within 2 months after joining the Troop. Financial assistance is available, if needed. Please contact the Scoutmaster. A scout should wear his uniform to all scout meetings, activities, and outings, unless specified by the Scoutmaster. There are two types of uniforms used in our Troop, the Class A uniform and the Class B uniform. Class A uniforms are worn to all Troop activities and during transport to/from formal scout activities. Class B uniforms are worn during summer scout activities and during informal scout activities.

Class A Uniform

Boy Scout Hat (*Outdoor activities*)
Boy Scout Shirt
Appropriate Patches (*properly sewn/placed*)*
Red shoulder epaulets
Bolo Tie
Scout Pants or Scout shorts
Scout Belt
Scout Socks
Appropriate Footwear
Merit Badge Sash (*Formal events & ceremonies*)

Class B Uniform

Scout Oriented Hat (*Outdoors*)
Troop T-Shirt (*preferred, Scout related shirt acceptable*)
Appropriate pants or shorts
Appropriate Socks
Appropriate Footwear

* See BSA Handbook for patch location – appropriate Rank should be worn.

Handbook

Each scout should have a Boy Scout Handbook. Scouts are to bring this handbook and a notebook and pen/pencil to all Troop meetings and Scout functions. Information will be given which should be written in the notebook for future reference. The handbook contains the advancement record and information used for instruction at the scout functions.

YEARLY DUES

Troop 514 collects dues on an annual basis in January of each given year. Dues include National and Council fees, insurance fees, and an estimated portion of our yearly troop expenses. These troops expenses include, but are not limited to, rank awards, merit badges, supplies, necessary equipment. Those entering the troop throughout the year will have their dues prorated accordingly. Fund raisers are also held to help fund troop projects and activities.

FUND RAISING

The Troop participates in several fund raising activities. The primary Troop fund raiser is the annual Council Popcorn Sale. Other smaller fund raisers are held as well. The fund raising events provide the Troop with much of the operating funds which also includes purchasing new equipment and replacement or repair of old equipment.

INDIVIDUAL SCOUT FUND ACCOUNTS

For each fund raiser in which the scout participates, 30% of their share of the profit will be placed into his individual account with the balance of the profit going to the troop treasury. Accumulated funds can be used for any troop activity with a cost of \$20.00 or more; e.g. summer camp, trips. The Scouts cannot obtain cash from these accounts. Unused funds will be placed into the troop treasury upon termination of a scout's membership (or upon one year's inactivity) with the exception of siblings within the troop. A terminating sibling may transfer his balance to that of an active sibling. Please encourage your boy to participate in troop fundraisers and to help earn money to finance his scouting activities.

ADVANCEMENT: RANK, MERIT BADGES, AWARDS

It is more fun with a goal to work towards. Advancing from Scouter to Eagle provides a series of learning experiences leading to achievement by advancement in rank and completing merit badges. This provides a means of measurement and recognition. Advancement is not required to stay in Scouting, but is heavily encouraged.

Rank

There are seven (7) ranks in Scouting:

Scout

Tenderfoot

2nd Class

1st Class

Star

Life

Eagle

Troop leaders encourage all scouts to advance in rank, but a scout's main encouragement must come from himself and his parents. Parents should know what their son is doing and encourage his progress. Please *ask* your scout so that you will be informed.

Merit Badges

Merit badges may be earned from the first day in Scouting, until the boy's 18th birthday. Which badges, when, where, and how is the boy's responsibility; however, the boy can call upon the Troop Advancement Committee Chair or other leader for guidance. Merit badge classes are not normally a part of the Troop meeting, but from time to time, a particular merit badge class will be held during troop meetings. There are numerous opportunities to obtain merit badge classes: summer camp, Advance-A-Ramas, and on your own with a counselor. No matter how the merit badge is presented, it is the scout's responsibility to follow through and complete the requirements for the badge. Merit badges are required for the higher ranks such as Star (6), Life (11), and Eagle (21). An adult counselor is needed to pass you on any merit badge. A list of merit badge counselors is available from the Scoutmaster or the Troop Advancement Chairman. Merit Badge Blue Cards must be obtained from the Scoutmaster, and signed by the Scoutmaster before any merit badge is started, except for classes taken during summer camp and Advance-A-ramas. The completed blue card with the signatures of the counselor should be returned to the

Scoutmaster upon completion of the badge requirements. The scout should retain their portion of the blue card as a record of this achievement. Keep it in a safe place!

Awards

There are several other optional awards as well as individual religious emblem awards, which are available to scouts. Please see the back of the BSA Handbook for more information on these awards.

SCOUTMASTER'S CONFERENCE

Once a boy completes his requirements for an advancement in rank, he must contact the Scoutmaster to schedule a Scoutmaster's Conference. During the conference the Scoutmaster reviews the scout's progress to date and makes sure that the scout has mastered the required skills to date. The scout and the Scoutmaster work together in setting goals for further development. Upon satisfactory completion of the Scoutmaster's Conference, a Board of Review is scheduled.

BOARD OF REVIEW

To advance in rank, each scout must attend a Board of Review after all requirements for that rank have been completed and the scout has passed a Scoutmaster Conference. Each scout appears before the Board of Review individually. The scout should report to the Board in full Class A uniform. Board of Reviews are organized by the Troop Advancement Chairperson. The Board of Review is challenged with determining the extent to which the boy has had a positive and effective Troop experience, encouraging the scout to continue to progress, and making certain that the scout has met all advancement requirements.

RECOGNITION AND COURTS OF HONOR

A scout who completes a merit badge or who has achieved a new rank is awarded that merit badge or badge of rank, normally at the next Troop meeting. Later, every scout who advances in rank and/or who has completed a merit badge is recognized again at a formal ceremony called a Court of Honor. All scouts and their parents are invited and are strongly encouraged to attend. The Court of Honor is a time when the Troop celebrates the accomplishments of the scouts. Because of this, scouts who are not receiving awards or rank, as well as their parents, should plan to attend and support and affirm those who are receiving awards. This is the major contact between parents and the Troop. Troop 514 traditionally holds four Courts of Honor per year...quarterly.

LEADERSHIP

Any 1st Class Scout who seeks to advance in rank needs to fulfill a leadership responsibility. The scout accepts an active leadership position and must perform the required duties. The following is a list of Troop Leadership positions.

Elected - Senior Patrol Leader (SPL)
Assistant Senior Patrol Leader (ASPL)
Patrol Leader

Appointed – Scribe, Librarian, Historian, Quartermaster, Chaplain Aide, and Bugler
(by SPL)

Appointed – Den Chief
(by Scoutmaster) Junior Assistant Scoutmaster

PATROL LEADERS COUNCIL

The Patrol Leaders Council (PLC) Consists of the Patrol Leaders and Troop Guides from the Troop. The PLC plans and runs the Troop programs. Every Scout is represented by his Patrol Leader at the PLC, so let your Patrol Leader know your needs and/or suggestions.

TROOP CALENDAR

Once a year, usually in August, the troop has a planning session which develops the troop program for the following 12 to 18 months. During the planning session, many things are considered. For example, scheduled District or Council activities must be included in the Troop schedule. Once the troop's ideas are determined and a tentative schedule is determined, the calendar is presented to the adult Troop Committee for final approval. Many factors are considered by the Troop Committee before final approval is given. Safety, cost, and transportation are just a few of the items reviewed. Once the calendar is finalized and approved, it is distributed to all Scout's and families.

All dates and times are subject to change. It is the scout's responsibility to inform his parents of any changes in the schedule.

CAMPING – HIKING

An outing is usually planned once a month (except June or July when Summer Camp is attended). All scouts are encouraged to attend all outings. Parents are encouraged to join the outings, as well. The same equipment applies for parents and scouts. Plan to eat with patrols or adult leaders. Many of the scout outings take the scout away from home over the weekend. If the Troop is in the field over Saturday night and Sunday morning, a non-denominational field service will normally be provided (if possible).

SUMMER CAMP

Traditionally, Troop 514 attends summer camp the week of July 4th. We have found this week to be beneficial to all who attend. All Scouts are encouraged to attend summer camp. Oftentimes, summer camp is the only place some merit badges can be obtained. Every year a summer camp handbook will be given to each family. The scoutmaster will assist a scout in selecting his merit badge classes, if needed. For more information, you may talk to any adult leader.

EQUIPMENT

Each patrol has a 'patrol box' or 'grub box'. Each box is equipped with the necessary cooking gear. The troop also has stoves and dutch ovens available for the patrols. All other gear is provided by the scout. This includes, but is not limited to, personal clothing, toiletries, sleeping gear, tent, and miscellaneous gear such as flashlight, pocketknife, bug spray, etc.

PHYSICALS

A Personal Health History (Class 1) form is required for every scout and must be updated annually. A BSA Medical Evaluation (Class 2) form is required for any event that exceeds 72 consecutive hours. This would normally be summer camp. This form must be completed by a physician and is to be renewed every two years. Adults over age 40 and youth involved in high adventure activities are required to have a Class 3 form completed annually.

WEBSITE

<http://www.troop514.net>

TROOP 514 CODE OF CONDUCT

I, _____, as a Scout in Troop 514 acknowledge receipt of a copy of the Troop 514 Code of Conduct outlined below. I have the Code of Conduct and have discussed it with a parent or guardian and agree to conduct myself in accordance with these principles that are set forth below.

1. Obey the Scout Law, Oath and Motto at all times.
2. Show respect for the person and property of others.
3. Treat those around you as you want to be treated.
4. Keep your hands to yourself unless expressly authorized.
5. No putdowns or name-calling allowed.
6. No fighting, Wrestling, horseplay or roughhousing allowed.
7. No tobacco, alcohol or illegal drugs allowed.
8. Assist your fellow scout with advancement needs and he will assist you in yours.
9. Show respect for and obey the lawful order of the senior scouts appointed over you and show respect for adult leaders.
10. Look out for and assist those scouts who are younger and/or junior to you either in rank or in age.
11. Actively participate in weekly troop meetings and monthly troop outings

As a Troop 514 Scout, having read and understood this Code of Conduct, I acknowledge that the consequences of my failure to comply may result in a verbal warning, individual counseling, separation from the group (i.e. "Time Out" for reflection), parental intervention and involvement, and/or removal from activities/Troop.

This _____ day of _____, _____,

Troop 514 Scout Signature

As a parent or guardian, I have discussed this matter with my son and have received a copy of the Code of Conduct.

Parent or Guardian Signature